

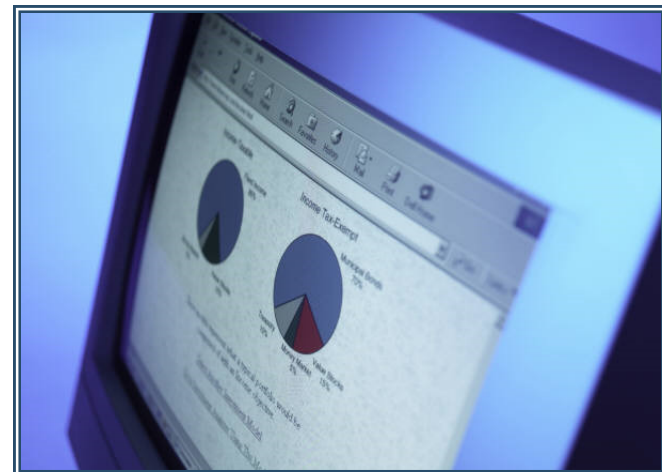
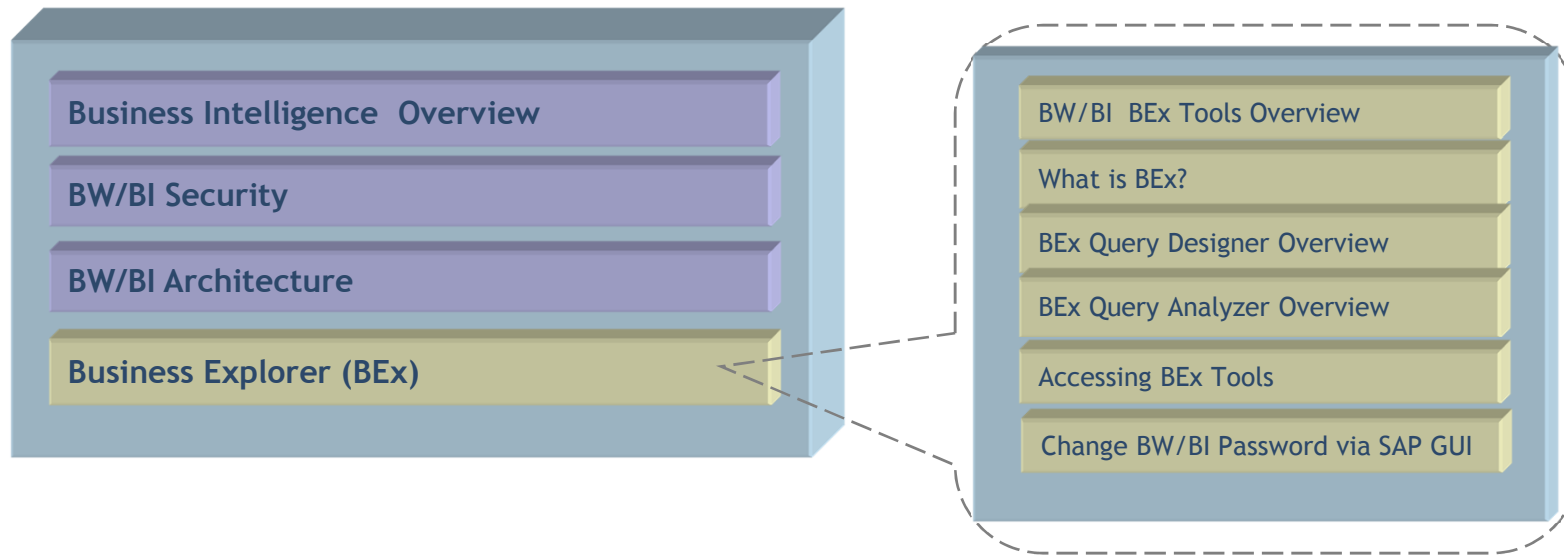
# SAP Business Warehouse/Business Intelligence Reporting

## Business Explorer (BEx)

Washington State HRMS Business  
Warehouse/Business Intelligence (BW/BI)  
BW/BI Power User Workshop Materials  
General Topics - BW/BI Power Users

# Business Explorer (BEx)

The following section provides an overview of Business Explorer (BEx).



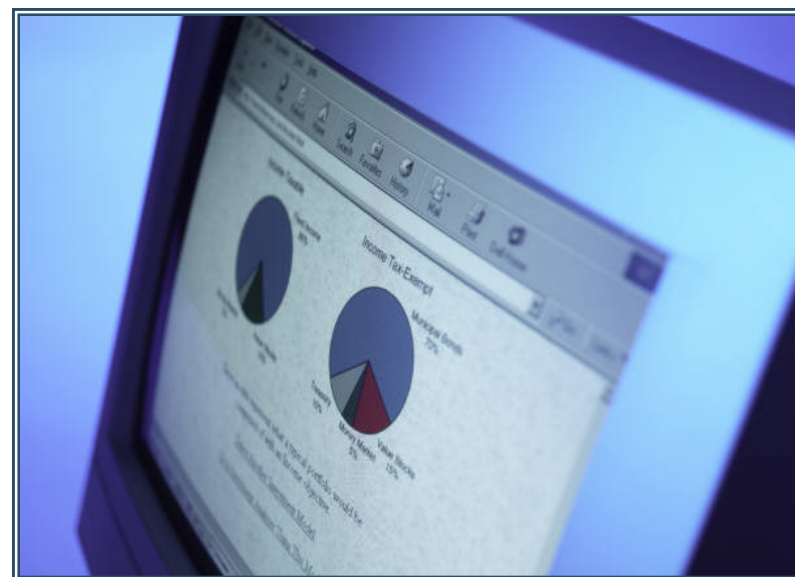
# BW/BI BEx Tools Overview

BW/BI Business Explorer (BEx) is a suite of tools used to create ad hoc queries and perform analysis of query results.

BEx Query Designer and BEx Query Analyzer are the two basic tools required for creating and analyzing ad hoc queries.

Topics covered in the BW/BI Business Explorer (BEx) section include:

- What is BEx?
- BEx Query Designer Overview
- BEx Query Analyzer Overview
- Accessing BEx Tools via SAP GUI
- Change BW/BI Password via SAP GUI

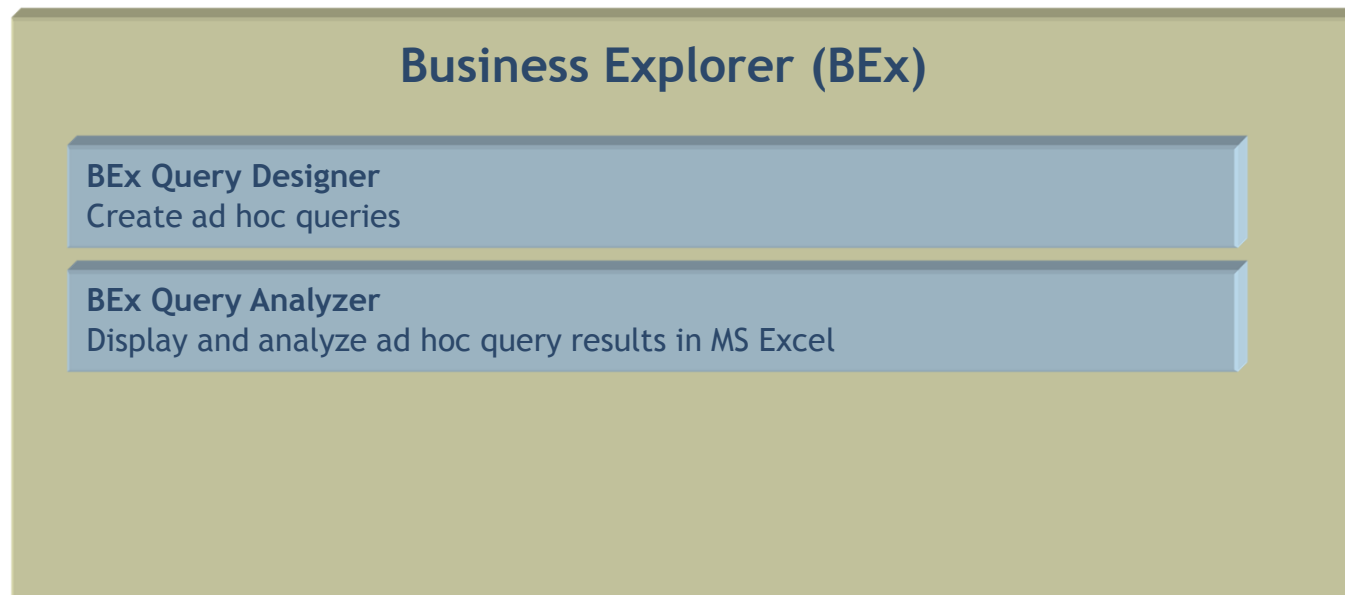


# What is BEx?

Business Explorer (BEx) is a suite of tools available to BW/BI Power Users through the SAP GUI to develop ad hoc queries and perform analysis of query results.

Following is a list of BEx tools in BW/BI :

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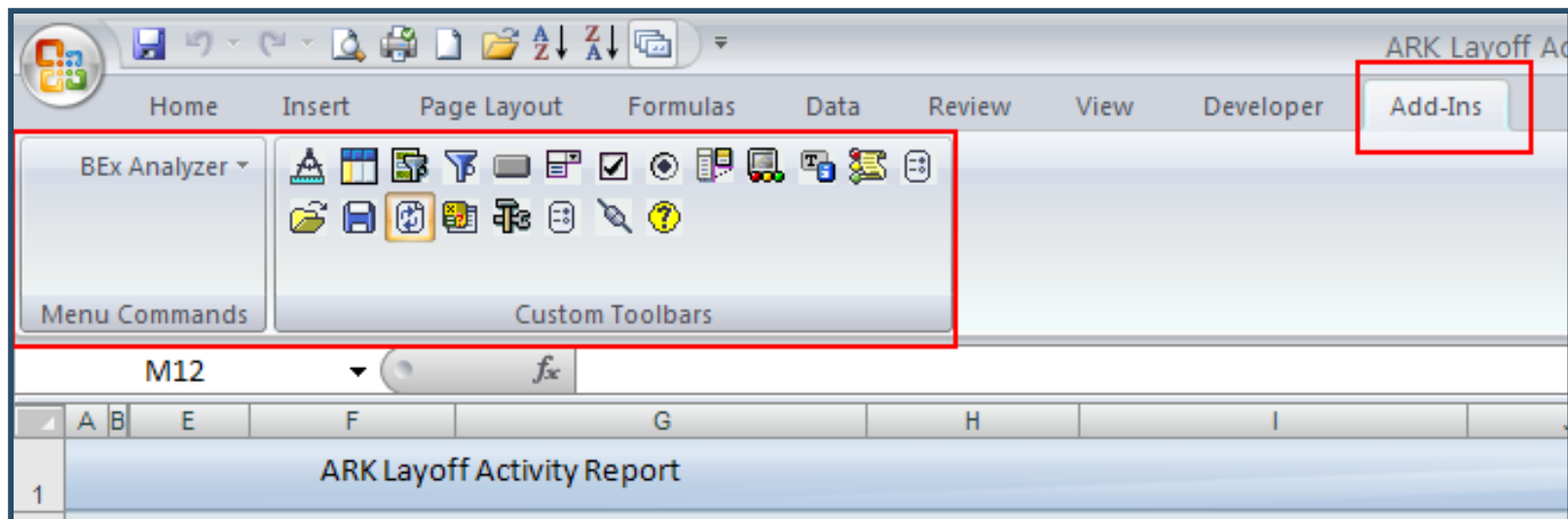
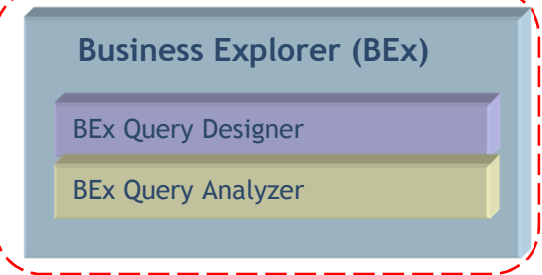
# BEx Query Analyzer Overview

BEx Query Analyzer is the tool used to analyze ad hoc query results in MS Excel. BEx Query Analyzer can be used to run ad hoc queries and open BEx Query Designer to create and modify ad hoc queries.

BEx Query Analyzer opens in MS Excel and provides its own toolbar and Business Explorer menu to perform query analysis.

## BEx Query Analyzer

- Tool used to analyze ad hoc query results
- Uses MS Excel to display ad hoc query results
- Uses the BEx Query Analyzer toolbar in MS Excel for ad hoc queries



# BEx Query Analyzer Overview

BEx Query Analyzer uses MS Excel to display query results. From MS Excel, users can sort, filter, drillup or drilldown on ad hoc query results. The example below uses a sample ad hoc query to display elements of query results from BEx Query Analyzer:

The screenshot shows the BEx Query Analyzer interface within an MS Excel environment. The interface includes a menu bar at the top with 'BEx Analyzer', 'Snagit', and 'Window'. Below the menu bar is a toolbar with various icons for navigation and analysis. The main area displays a query titled 'Position / Personnel Master Listing' with the author 'ROSEANNAK'. Below the title is a navigation block with buttons for 'Chart', 'Filter', and 'Information'. The query results are displayed in a table format with columns for 'Job', 'Position', 'Total', 'Vacant', 'Filled', and 'Multifilled'. The table contains five rows of data. Annotations with red brackets and boxes identify key components: 'BEx Query Analyzer Toolbar/Menu Bar', 'Query Name', 'Navigation Block', 'Key Figures (columns)', 'Query Results', and 'Characteristics (rows)'.

**BEx Query Analyzer Toolbar/Menu Bar**

**Query Name**: Position / Personnel Master Listing

**Navigation Block**: Chart, Filter, Information

**Key Figures (columns)**: Total, Vacant, Filled, Multifilled

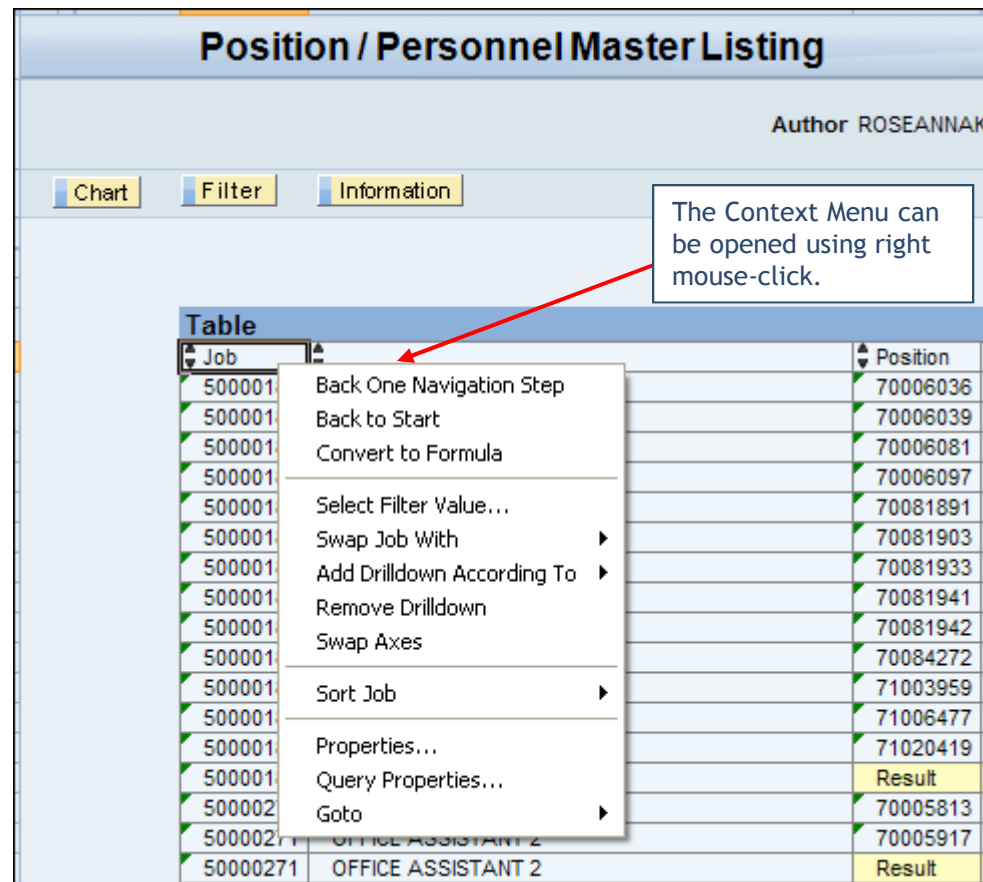
**Query Results**

Job	Position	Total	Vacant	Filled	Multifilled
50000188	IT SYSTEMS/APP SPEC 6	1	0	1	0
50000188	IT SYSTEMS/APP SPEC 6	1	1	0	0
50000188	IT SYSTEMS/APP SPEC 6	1	0	1	0
50000188	IT SYSTEMS/APP SPEC 6	1	0	1	0

**Characteristics (rows)**: Job, Position

# BEx Query Analyzer Overview

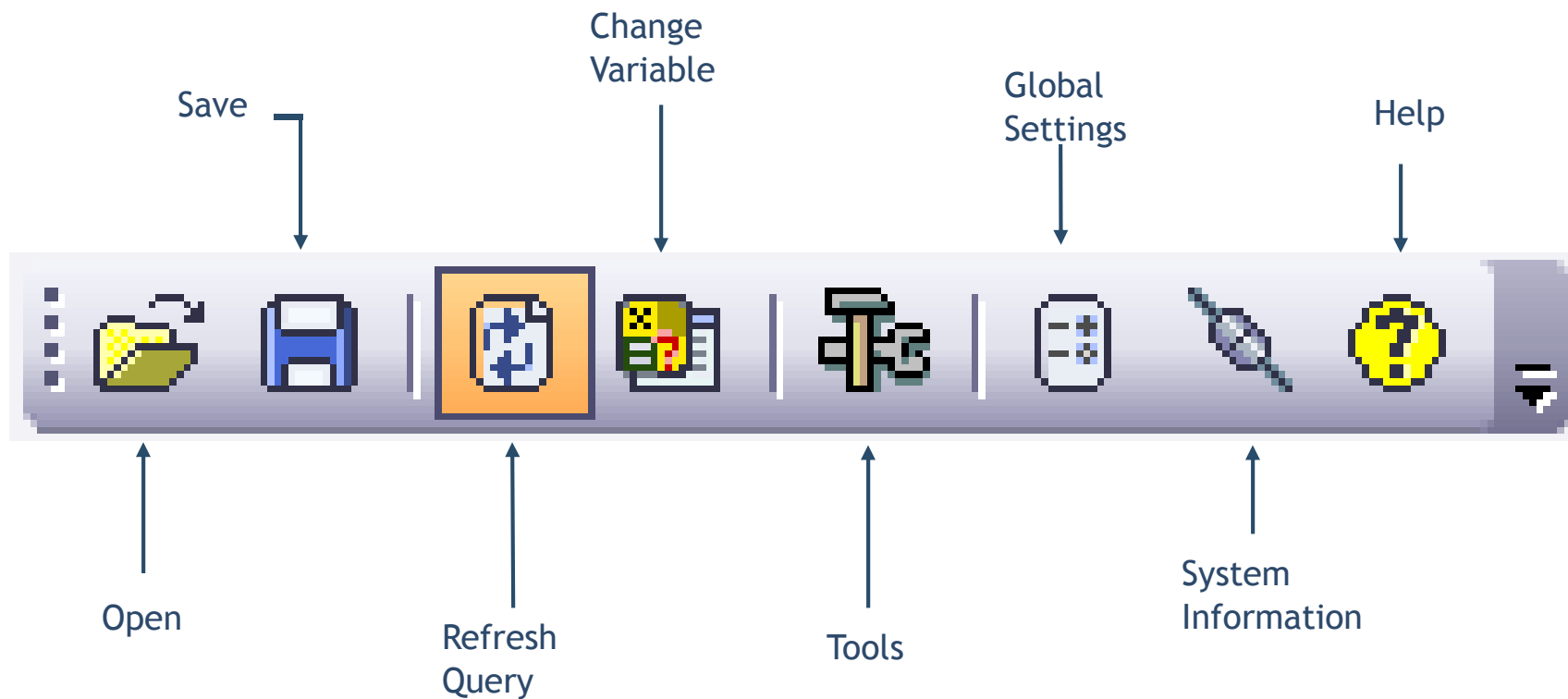
The Context Menu for query results can be opened using right mouse-click on an object in the query (such as a Characteristic or Key Figure).



# BEx Query Analyzer Toolbar

Following is a quick reference to functionality of the toolbar options available through the BEx Analyzer reporting screen:









 Note: These options are also available from the Business Explorer menu.





# BEx Query Analyzer Toolbar

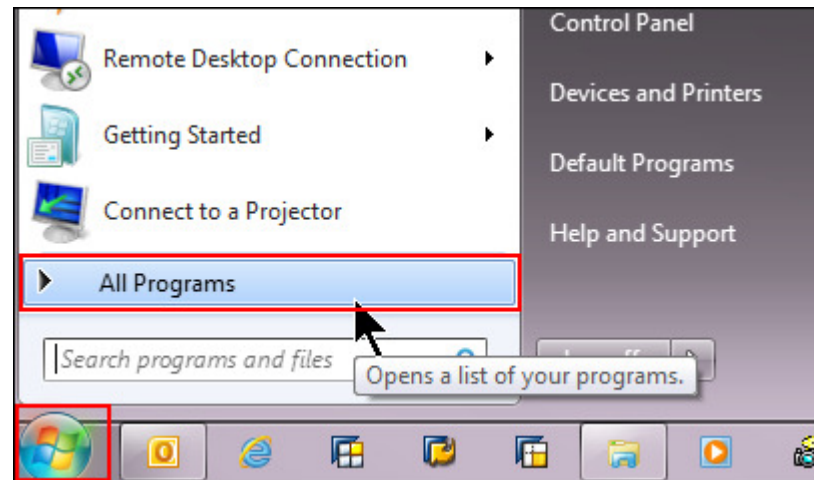
The table below describes the toolbar functionality in more detail.

	Open	Open an existing *workbook or query or to define a new query in an InfoProvider.
	Save	Save query results.
	Refresh	Refresh the query results. Note: A query can only be refreshed if a connection exists between BEx Analyzer and the Business Information Intelligence Server.
	Change Variable	Access the variable selection screen.
	Tools	Launch a query in the Web browser, launch BEx Query Designer, insert a query (to attach multiple queries in one worksheet), copy a query to a new worksheet location, remove a query, remove/delete/detach queries in a *workbook or set SAP password protection on a query.
	Global Settings	Pause the automatic refresh of the query, terminate the connection between the query and the BW/BI server connection, display the BW/BI server information, perform various tasks on a new *workbook when it's embedded, apply a permanent *workbook template, turn the OLAP functions for right mouse clicking on or off, suppress warnings from the server, trace and display activities performed by a query.
	System Information	Displays information about the system.
	Help	Link to Business Explorer on-line help.

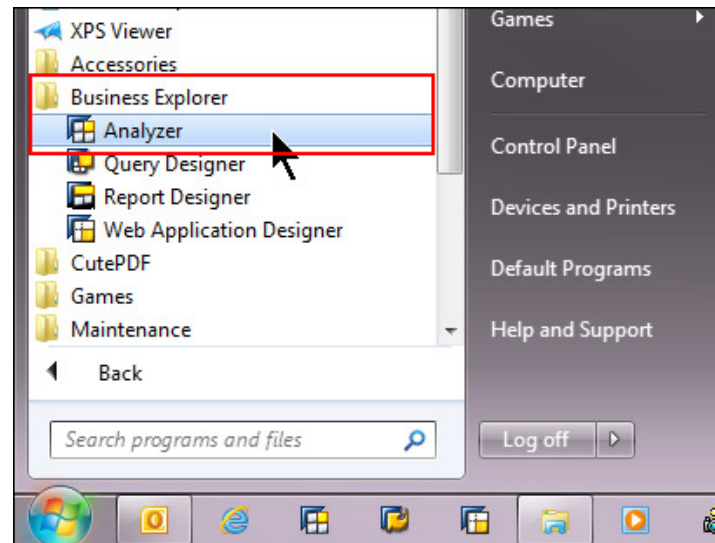
# Accessing BEx Analyzer

To access BEx tools:

1. Select the Start menu → All Programs:

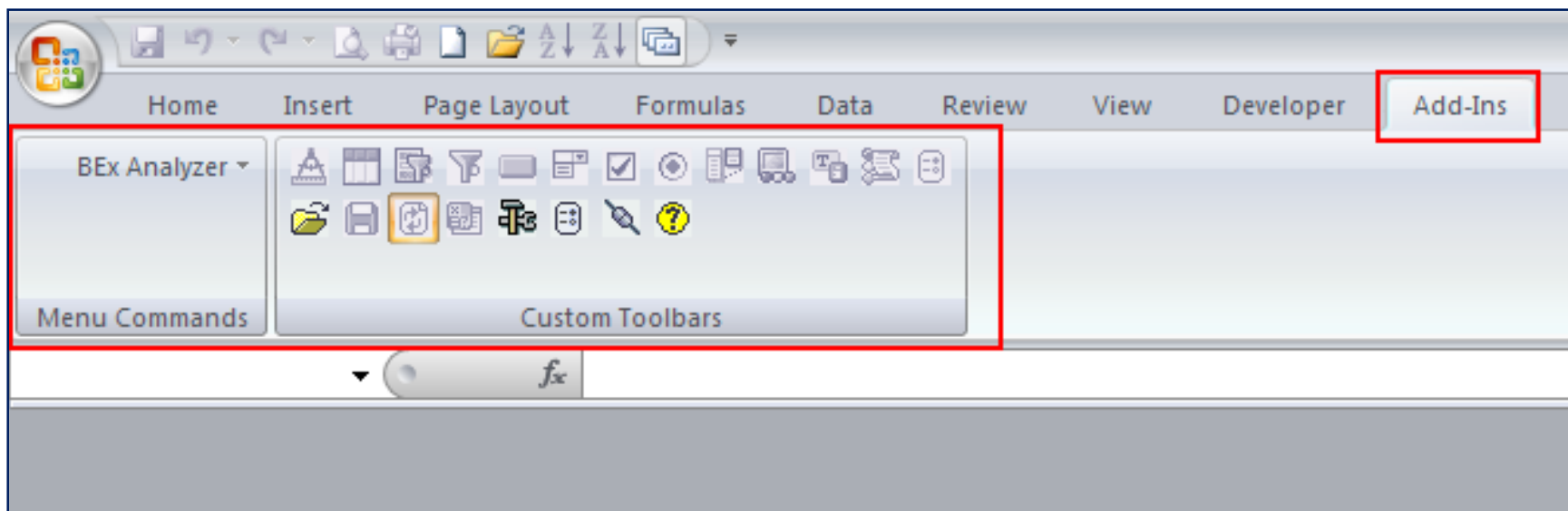


2. Select Business Explorer → Analyzer:



# Accessing BEx Query Analyzer

Result: BEx Query Analyzer will be opened in MS Excel with the Business Explorer menu and BEx Query Analyzer toolbar enabled.



# BEx Query Designer Overview

BEx Query Designer is the tool used to create ad hoc queries. BW/BI Power Users will create ad hoc queries in BEx Query Designer by using the “Drag&Drop” method of adding query data to the Rows, Columns, Filters and Free Characteristics section of the query. Once the ad hoc query is created, it can be run from a web browser or from BEx Query Analyzer:

**BEx Query Designer**

- Tool used to create ad hoc queries
- Uses “Drag & Drop” method to move report fields to Columns and Rows
- Allows the BW/BI Power User to set ad hoc query filters and free characteristics

**Business Explorer (BEx)**

- BEx Query Designer
- BEx Query Analyzer

Drag & Drop fields to Columns and Rows

**InfoProvider**  
Headcount and Personn

**Filter**  
Characteristic Restrictions  
Employment Status  
Personnel Area  
Calendar Year/Month  
Pay Scale Area  
Default Values

**Rows/Columns**  
Free Characteristics  
Columns  
Key Figures  
Number of Employees  
Area for Dimensions  
Dimensions

**Preview**  
Structure  
1 Month  
2 Months  
3 Months  
4 Months  
5 Months  
6 Months  
7 Months  
8 Months  
9 Months  
10 Months  
11 Months  
Number of

# BEx Query Designer Overview

BEx Query Designer is a tool used to create ad hoc queries and is part of the BEx suite of tools. Ad hoc queries are comprised of Characteristics (usually in the Rows section), Free Characteristics, Key Figures (usually in the Columns section) and Filters.

The following diagram displays the main work area of BEx Query Designer:

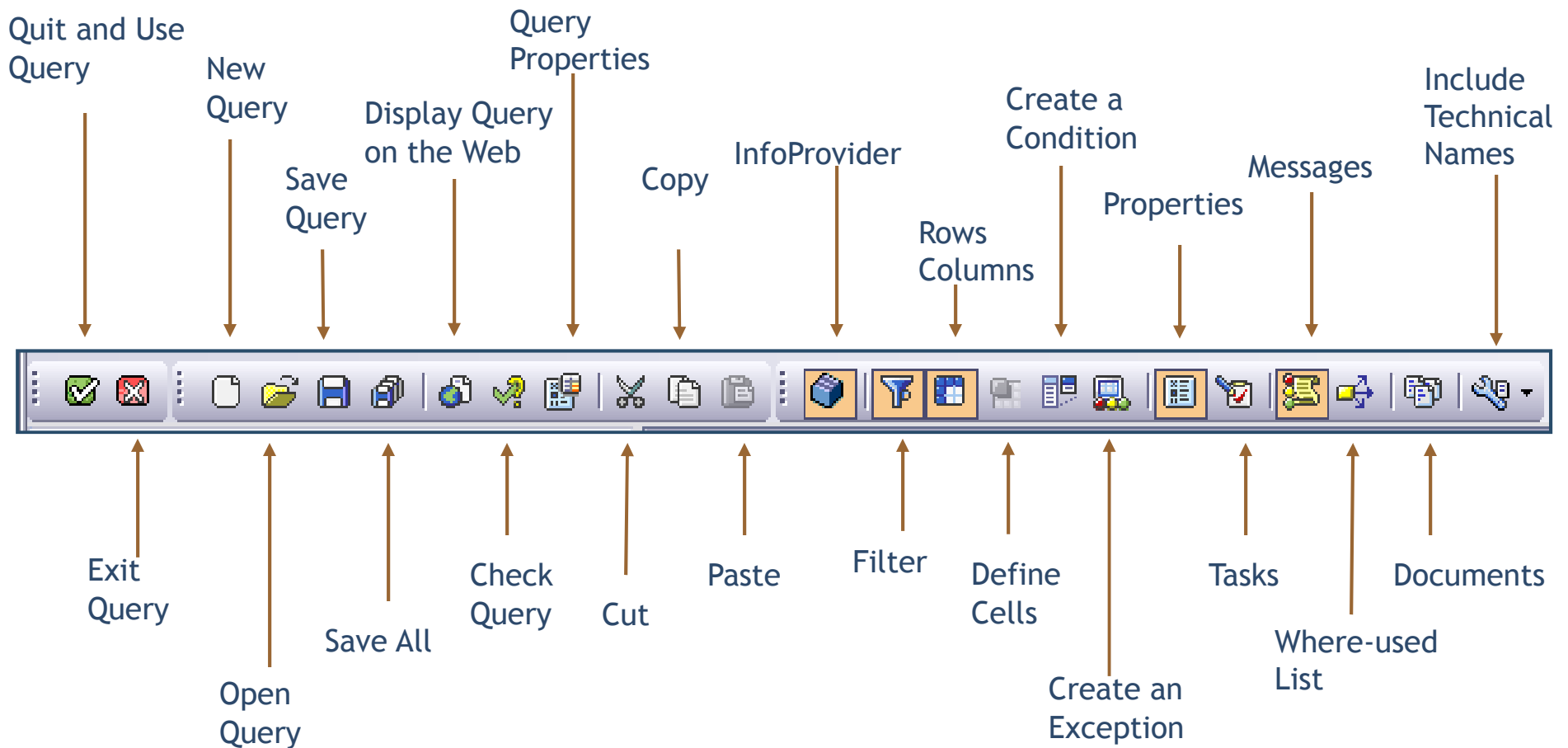
The screenshot shows the BEx Query Designer interface for a query titled "Demo Key Figure Query". The interface is divided into several panes:

- InfoProvider:** A tree view on the left showing the data source structure. It includes "Key Figures" (e.g., Age in Months, Annual Salary) and "Dimensions" (e.g., Employee, Action, Personnel Area). Red arrows point from external labels to this pane.
- Filter:** A pane for "Characteristic Restrictions" and "Default Values". It contains a "Report Filters" section with "Area for Filter Values".
- Rows/Columns:** A central area for defining the query structure. It includes "Free Characteristics" (e.g., Organizational Unit) and "Columns" (e.g., Key Figures, Total All Employees, Annual Salary, Avg Salary). It also has a "Key Figures (Report Columns)" section and an "Area for Dimensions".
- Properties:** A pane on the right showing the "Personnel Area (Dri)" and tabs for "Hierarchy", "Planning", "Advanced", "General", and "Display". It includes a "Description" field with "Personnel Area" and a "Technical Name" field with "OPERS\_AREA".
- Preview:** A section at the bottom right showing a "Report Layout Preview" with columns for "Annual Sal" and "Avg Salary" and rows for "a-Personne" and "b-Personne".
- Messages:** A pane at the bottom left showing "Messages for Current Query" with a status message: "Local query check: Query 'Demo Key Figure Query' is correct".

Annotations on the left side of the screenshot include:













- InfoProvider Identifier:** Points to the top of the InfoProvider tree.
- Key Figures:** Points to the Key Figures folder in the InfoProvider tree.
- InfoObjects: Fields in the InfoProvider used to create queries:** Points to the entire InfoProvider tree.
- Dimensions:** Points to the Dimensions folder in the InfoProvider tree.
- Characteristics:** Points to the Characteristics folder in the InfoProvider tree.
- Attributes:** Points to the Attributes folder in the InfoProvider tree.

# BEx Query Designer Toolbar















# BEx Query Designer Toolbar

The following table provides an overview of functions available from the BEx Query Designer Toolbar:

	Quit and Use Query	Execute the query in MS Excel (enabled only when BEx Query Designer is opened from BEx Query Analyzer).
	Exit Query	Logoff and Exit BEx Query Designer.
	New Query	Create a new ad hoc query.
	Open Query	Open an existing query.
	Save Query	Save the ad hoc query.
	Save All	Save the ad hoc query.
	Display Query on the Web	Execute the query on the web.
	Check Query	Before a new query is saved, use the <i>Check Query</i> command to check the query definition for errors.
	Query Properties	Set query properties such as the query description,
	Cut	Cut object out of query.
	Copy	Copy object in query.
	Paste	Paste object that have been Cut or Copied in the query.

# BEx Query Designer Toolbar

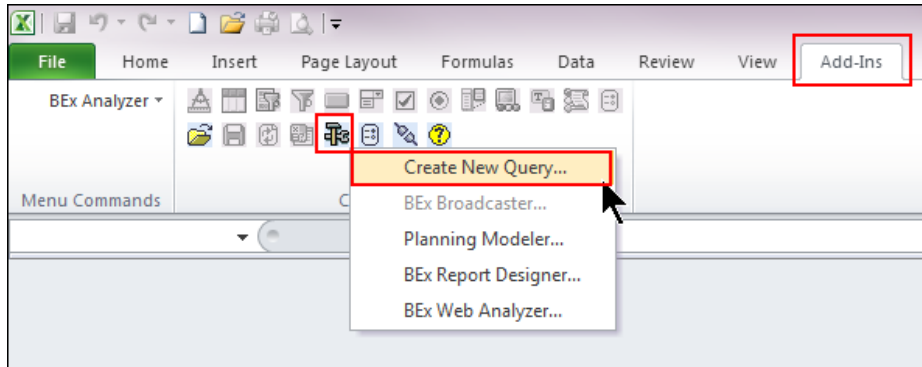
## BEx Query Designer Toolbar overview

	InfoProvider	Select the InfoProvider pane.
	Filter	Select the Filter pane.
	Rows/Columns	Select the Rows/Columns pane.
	Cells	Define formulas and selection conditions explicitly for cells in queries with two or more structures.
	Create a Condition	Create a condition for the ad hoc query.
	Create an Exception	Create an exception for the ad hoc query.
	Properties	Select the Properties pane.
	Tasks	Select the Tasks pane.
	Messages	Select the Messages pane.
	Where-used List	Check to see which objects (for example, workbooks) are using the current query.
	Documents	Displays the documents pane.
	Technical Names	Show or hide the technical names of the query components.

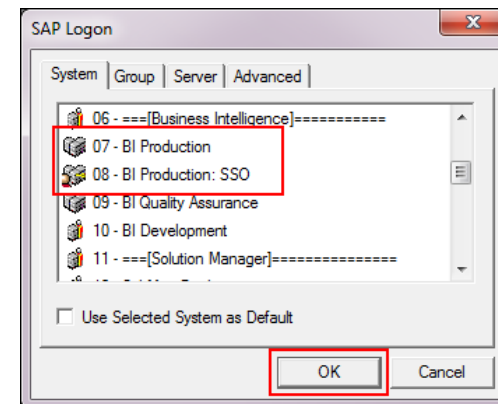


# Accessing BEx Query Designer

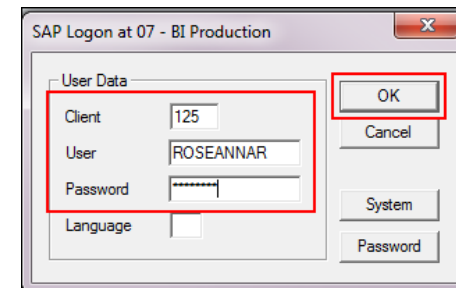
Excel will open with an additional tab: Select Add-Ins → Tools or BEx Analyzer/Tools → Create New Query



The SAP Logon is displayed. Select your option from the “Business Intelligence” section. (SSO is for single sign on).



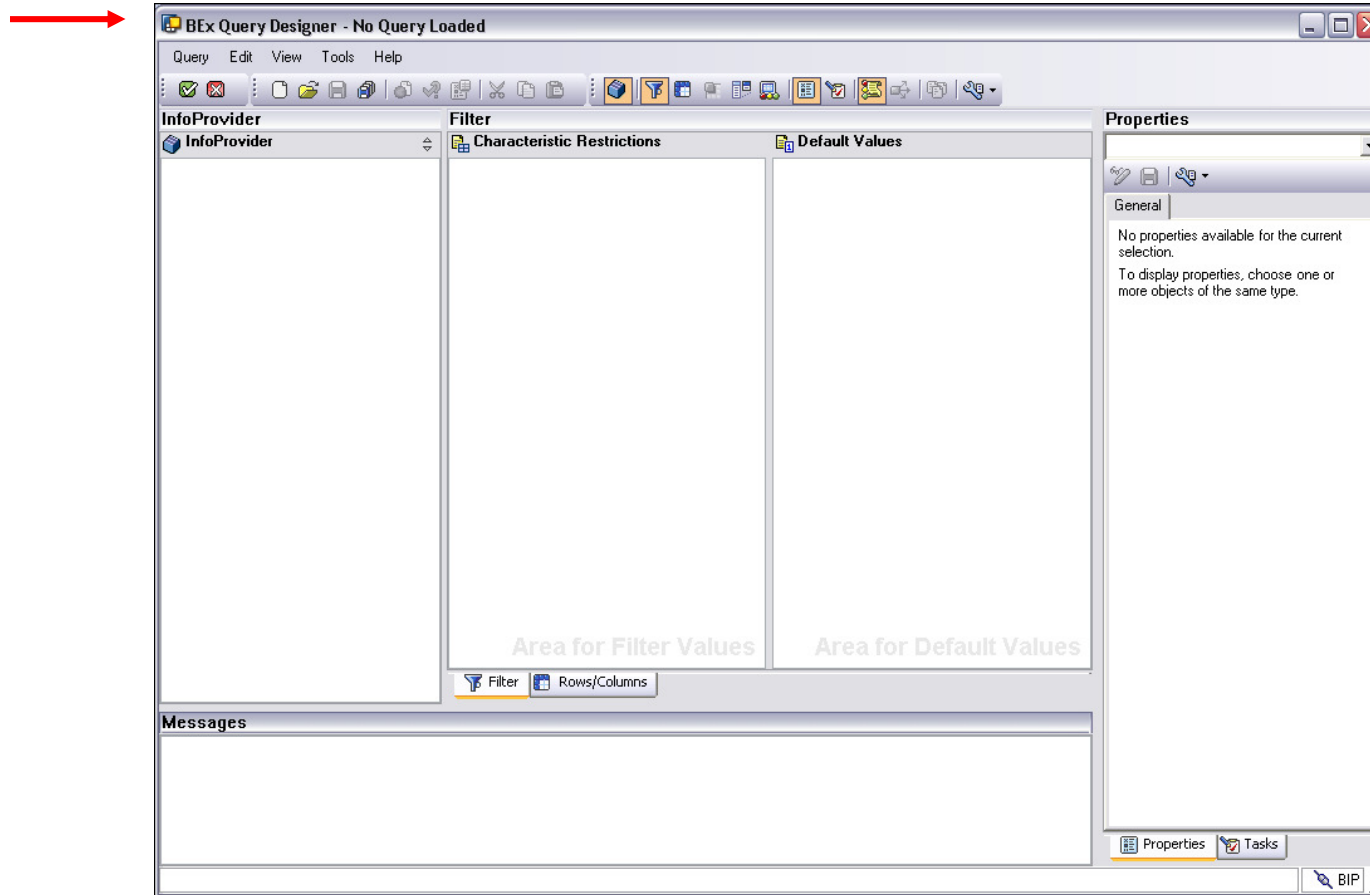
Enter your User and Password and select OK:



\*Contact your Agency Security User ID Administrator for BW/BI User ID and password-related information

# Accessing BEx Query Designer

Result: BEx Query Designer will be opened Standard View.



# Accessing BEx Tools via SAP GUI

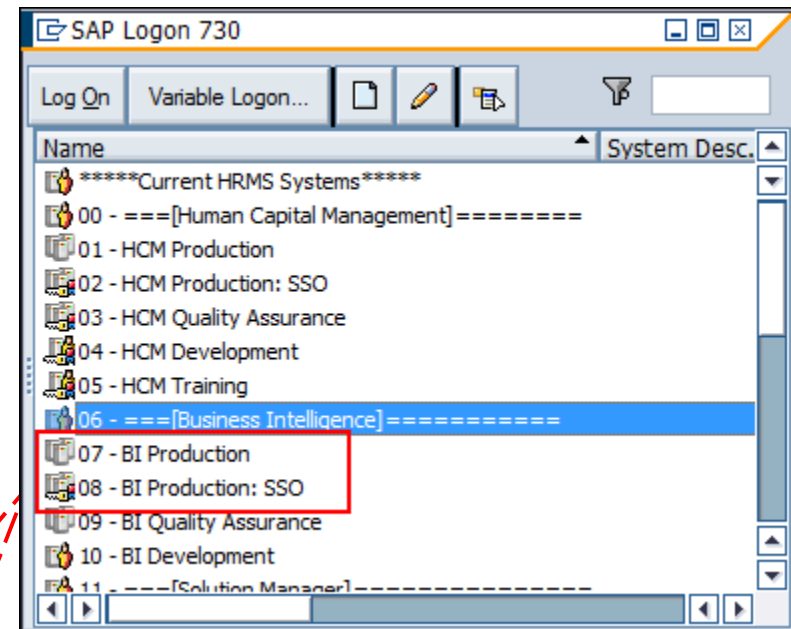
To access BEx tools via SAP GUI:

1. Double-click the SAPLogon icon on the desktop.



Result: The SAP Logon Pad will be displayed.

2. Double-click the HRMS Business Intelligence description.



SSO at the end of the connection icon indicates it is a Single Sign On connection.

# Accessing BEx Tools via SAP GUI

If prompted:

- Enter Client 125 (default).
- \*Enter User (BW/BI User ID).
- \*Enter Password.
- Click the “Enter” button.



The screenshot shows the SAP GUI login window. At the top, there are menu items: User, System, and Help. Below the menu is a toolbar with a green checkmark icon (the 'Enter' button), a clipboard icon, and a save icon. The main area is titled 'SAP' and contains a 'New password' button. Below this are input fields for 'Client' (containing '125'), 'User' (containing 'JaneD'), 'Password' (containing masked characters), and 'Language' (empty). A red dashed line connects the 'Enter' button to the list of steps on the left.



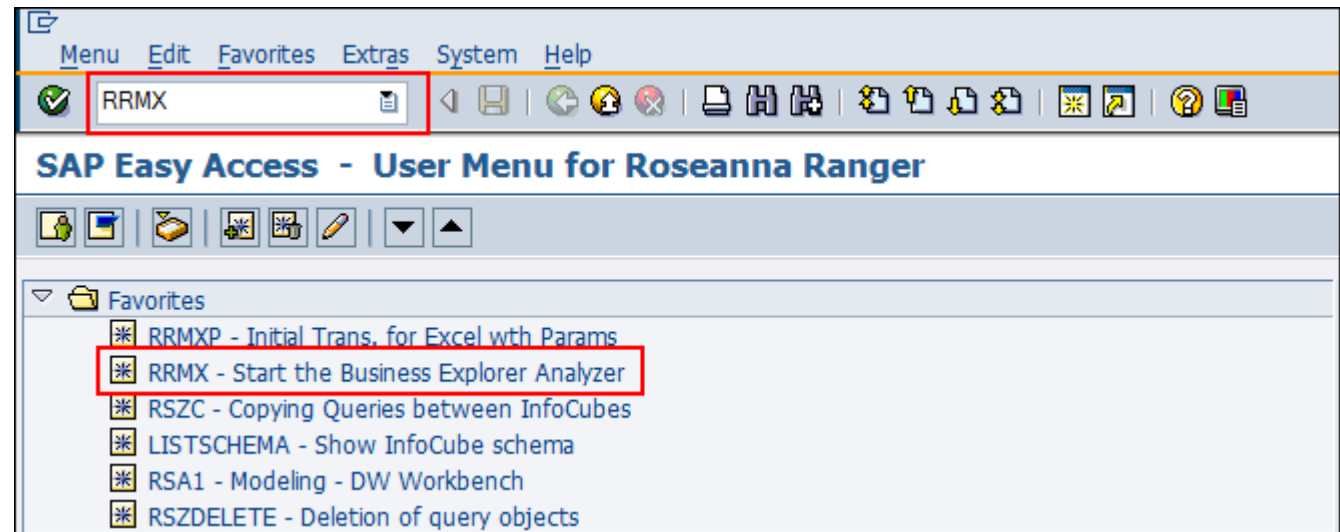
Language is not a required field. Leave this field blank.

\*Contact your Agency Security User ID Administrator for BW/BI User ID and password-related information

# Accessing BEx Tools via SAP GUI

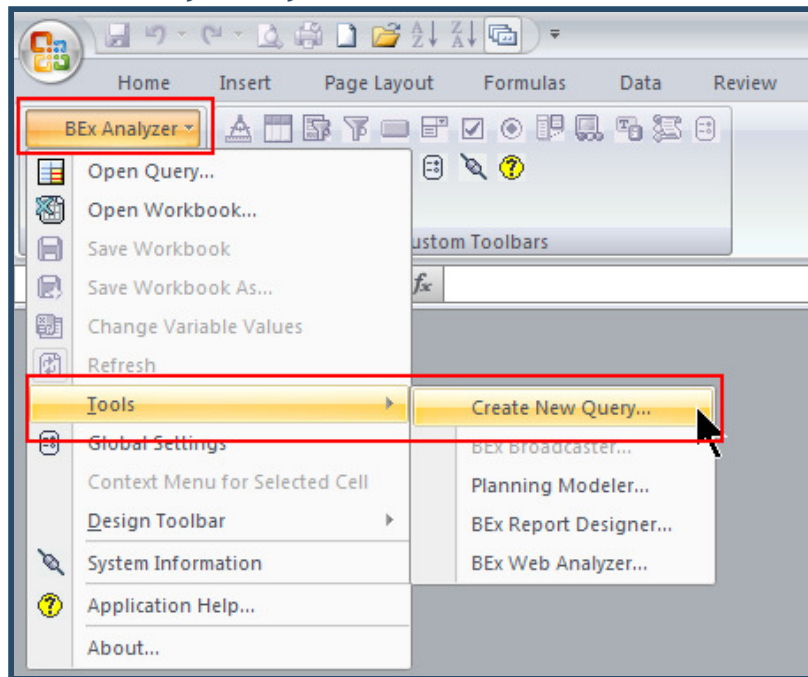
Result: User is logged on.

3. Double-click the “Start the Business Explorer Analyzer” link  
**OR** enter RRMX in the Command Field.

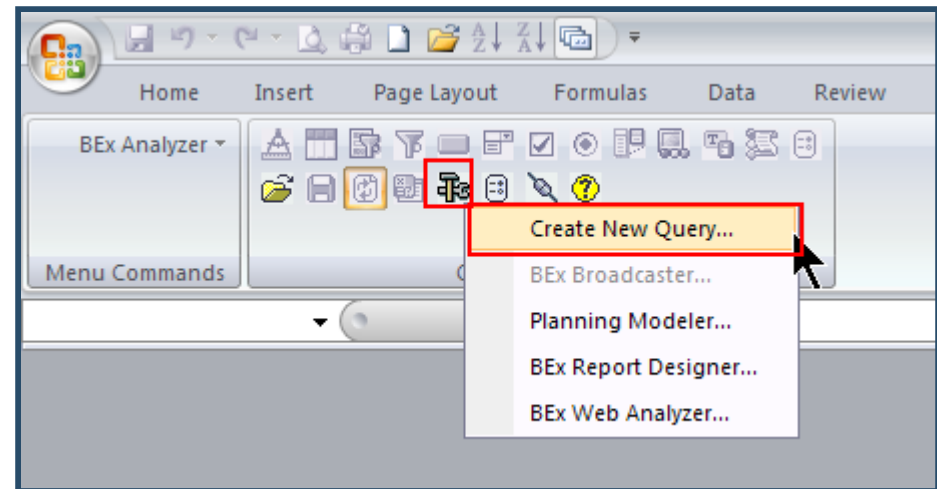


# Accessing BEx Tools via SAP GUI

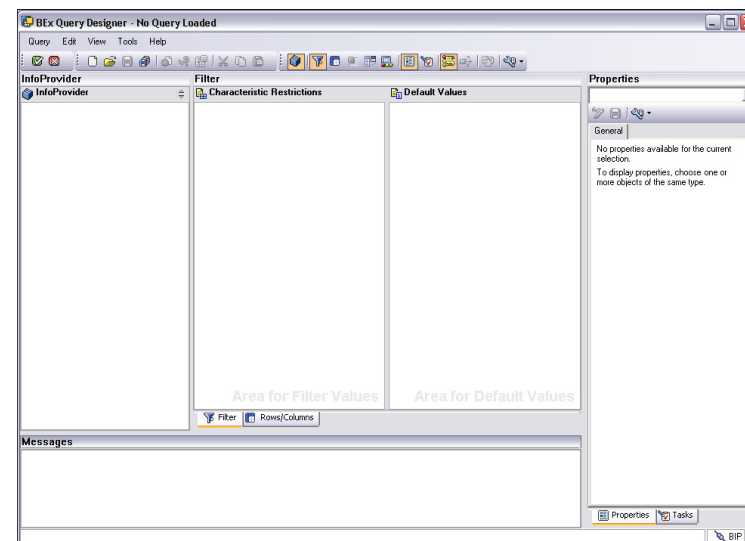
BEx Query Designer can be accessed from the Business Explorer menu or BEx Query Analyzer toolbar in BEx Query Analyzer:



Access BEx Query Designer from the BEx Query Analyzer Toolbar



Access BEx Query Designer from the Business Explorer menu



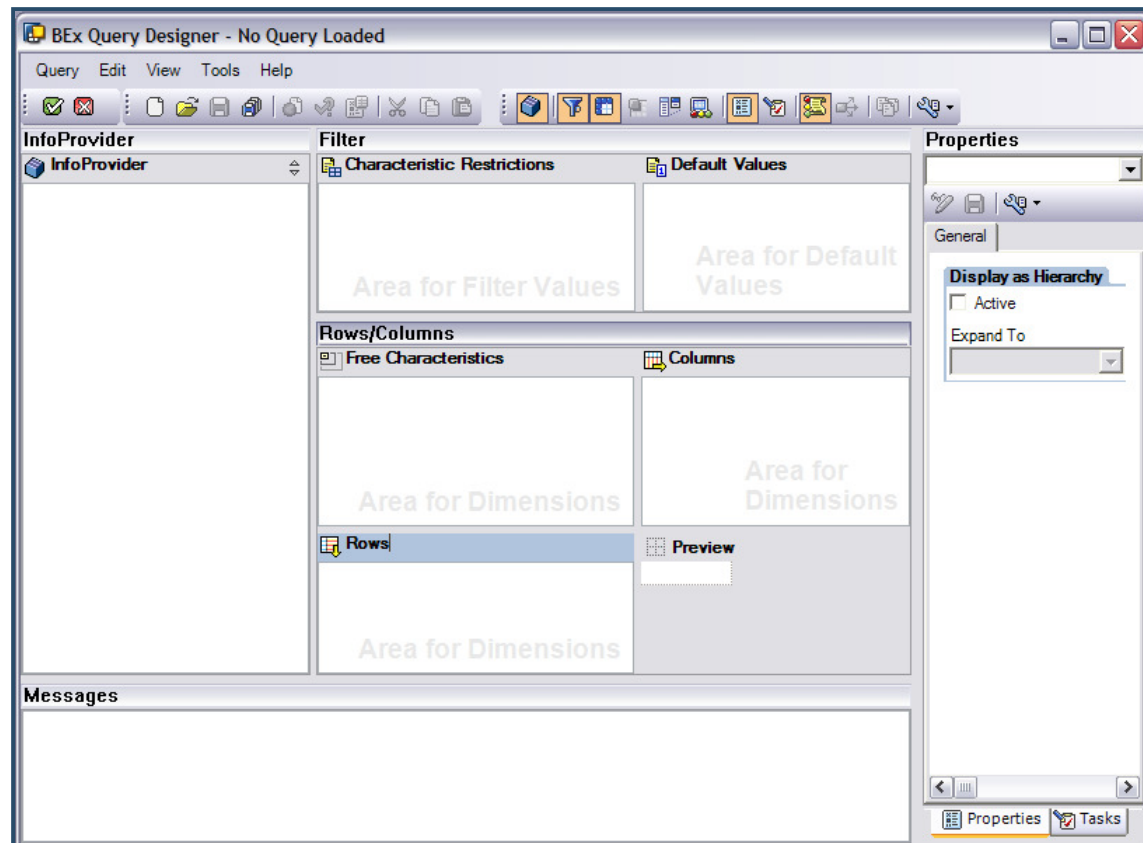
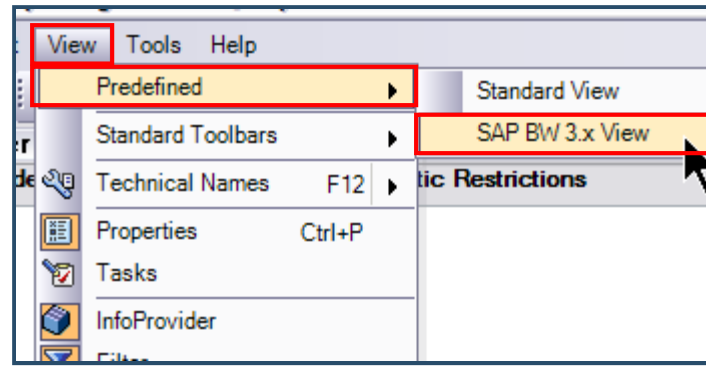
Result: BEx Query Designer will be opened. →

# Accessing BEx Query Designer

To access the “SAP BW 3.x view:  
(which allows users to view all  
sections at one time)

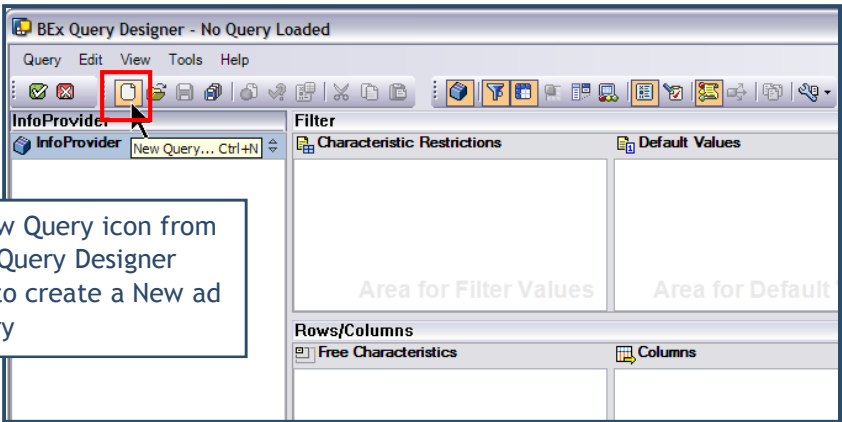
1. Click the “View” tab.
2. Select Predefined
3. Click Sap BW 3.x View

Result: BEx Query Designer  
will be opened in the SAP  
BW 3.x View.

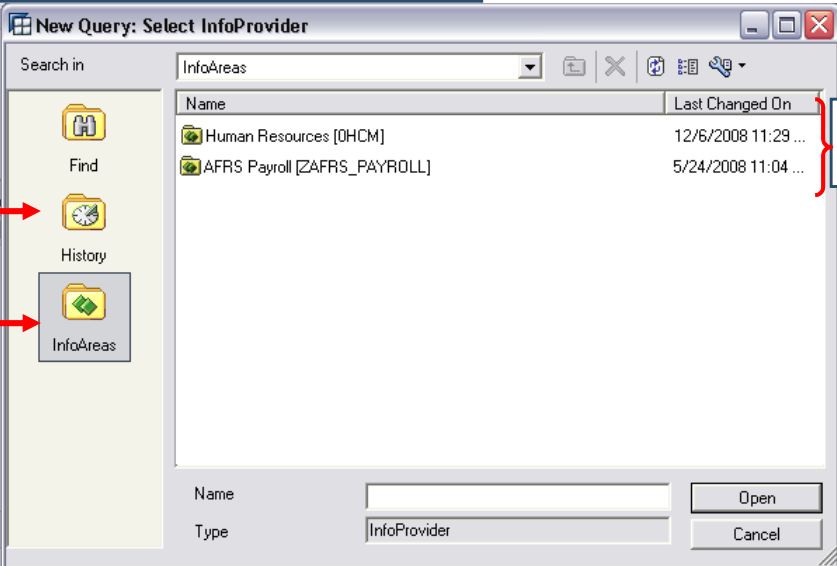


# Creating a New Ad Hoc Query

The example below provides an overview of options available when creating a new ad hoc query from BEx Query Designer.



Click New Query icon from the BEx Query Designer toolbar to create a New ad hoc query



Available InfoAreas will be displayed.

**History:** Displays a list of the most recently used InfoProviders (this tab is selected by default)

**InfoAreas:** Displays the list of InfoAreas to select InfoProviders for new queries



Click InfoAreas when the “New Query: Select InfoProvider” screen is displayed. The History tab is selected by default.

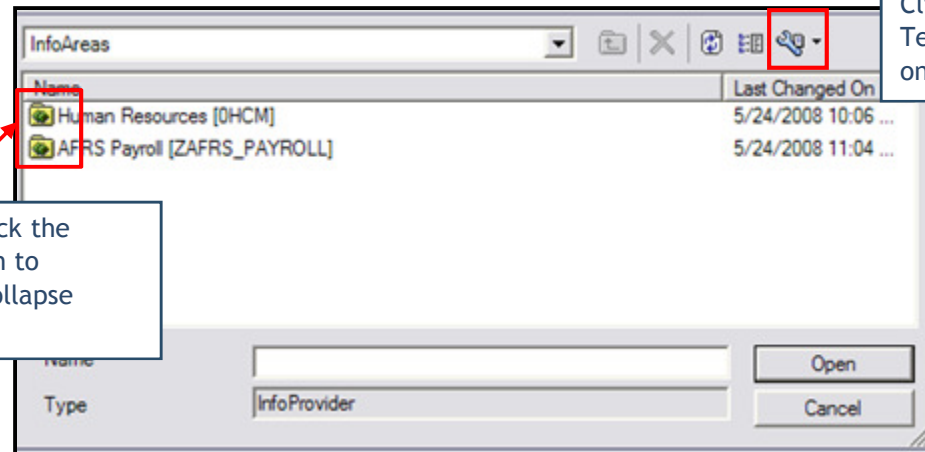


# Creating a New Ad Hoc Query

The Business Intelligence contains a list of InfoAreas with InfoProviders. To create a new ad hoc query, select the appropriate InfoProvider from the InfoAreas section.

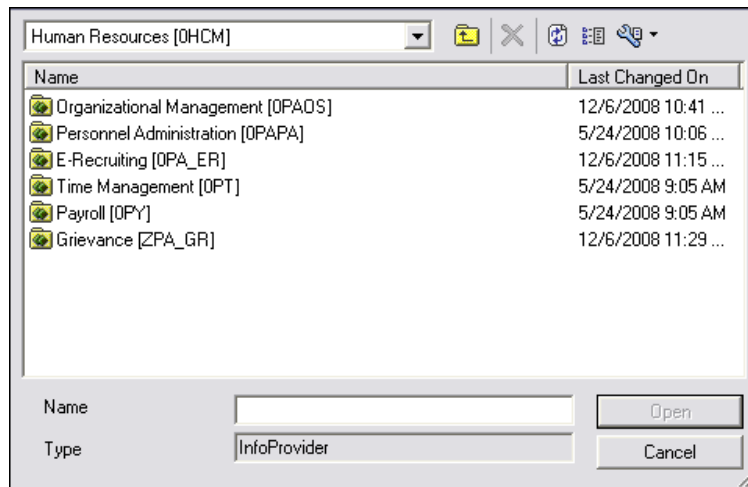
InfoAreas include:

- AFRS Payroll
- Human Resources
  - Organizational Management
  - Payroll
  - Personnel Administration
  - Time Management
  - Grievance Data



Double click the folder icon to expand/collapse InfoAreas

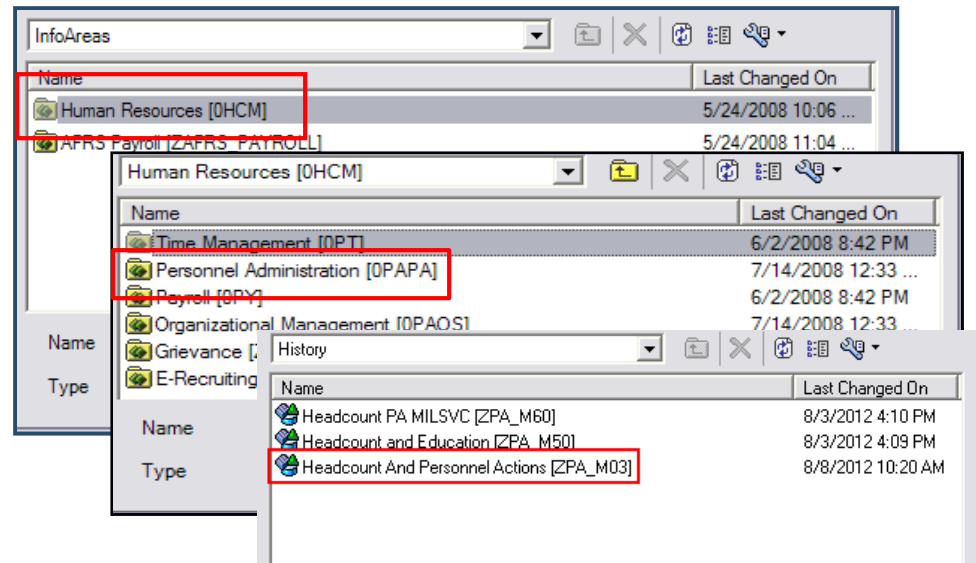
Click here to toggle Technical names on/off



Technical Content InfoProviders are used by HRMS BW/BI Production Support staff only

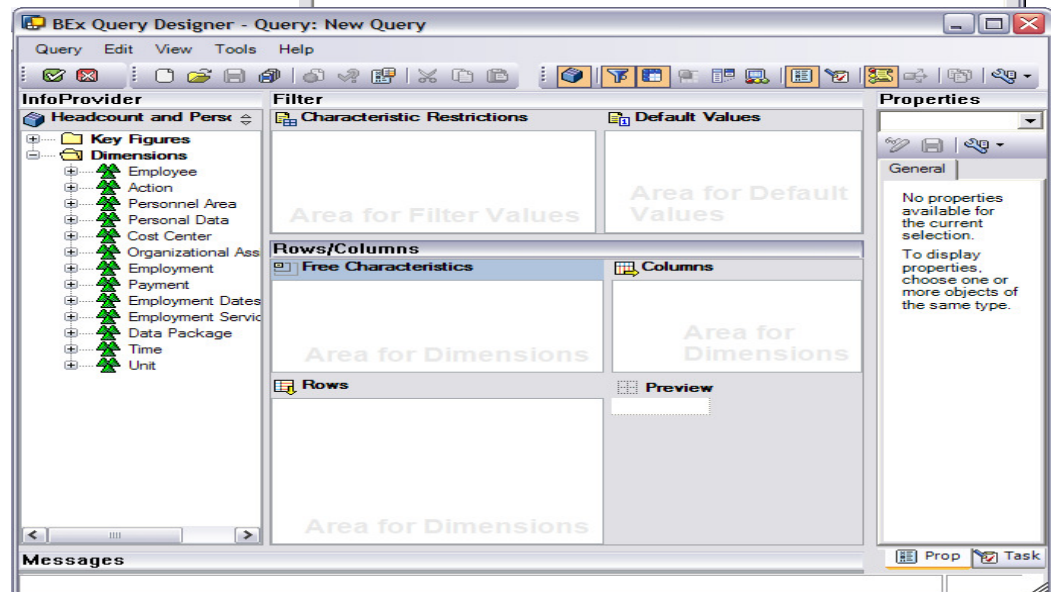
# Creating a New Ad Hoc Query

1. Select the InfoAreas tab from the “New Query - Select InfoProvider” screen.
2. Expand the Human Resources InfoArea.
3. Expand the Personnel Administration InfoArea.
4. Select the Headcount and Personnel Actions InfoProvider.
5. Click OK.



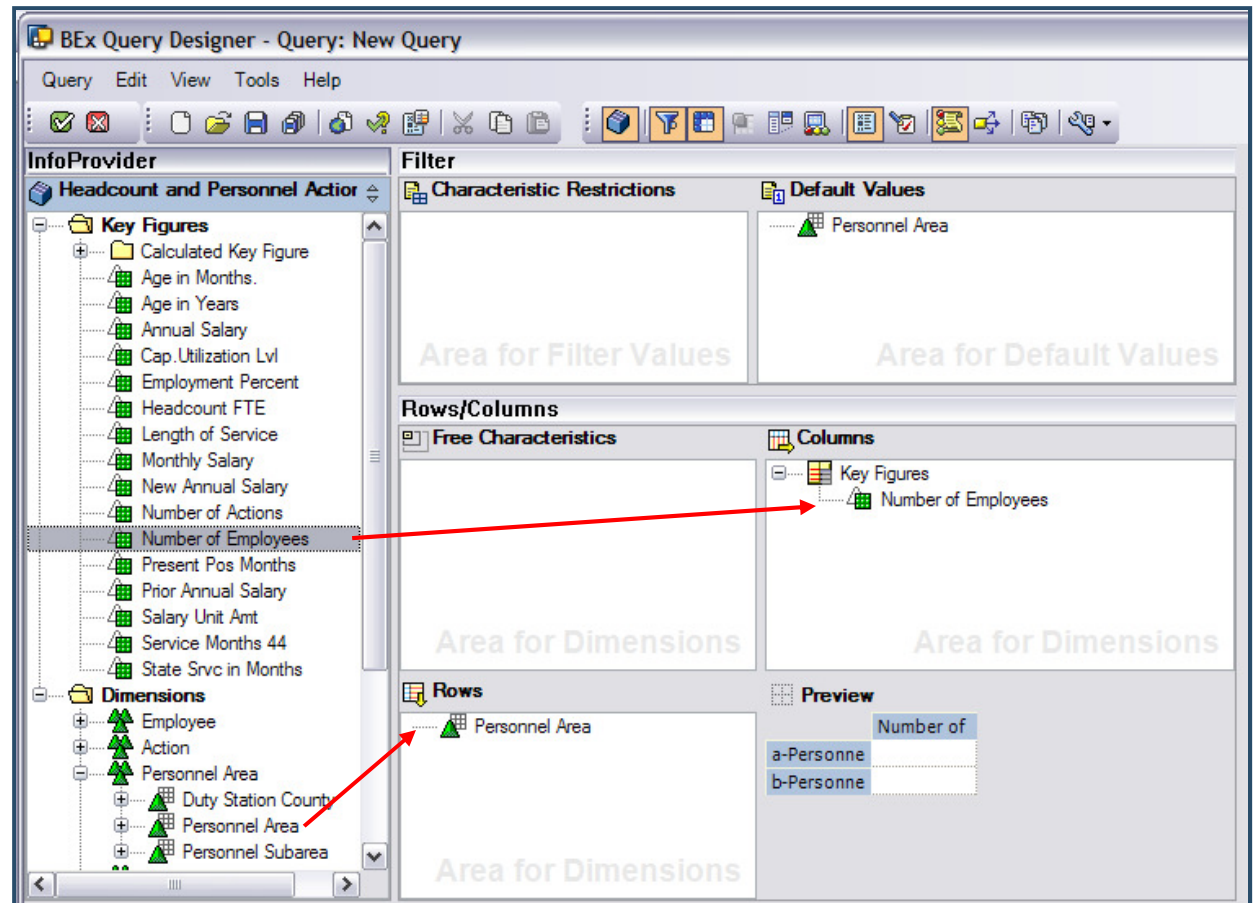
Result: All InfoObjects of the Headcount and Personnel Actions InfoProvider are displayed in BEx Query Designer.

InfoObjects of the Headcount InfoProvider



# Creating a New Ad Hoc Query

6. Drag&Drop the Number of Employees Key Figure from the Key Figures section to the Columns section of the ad hoc query.
7. Drag&Drop the Personnel Area Characteristic from the Personnel Area Dimension to the Rows section of the ad hoc query.




Result: An ad hoc query has been created. See Saving an Ad Hoc query for information on Saving.

# Opening/Running an Existing Ad Hoc Query

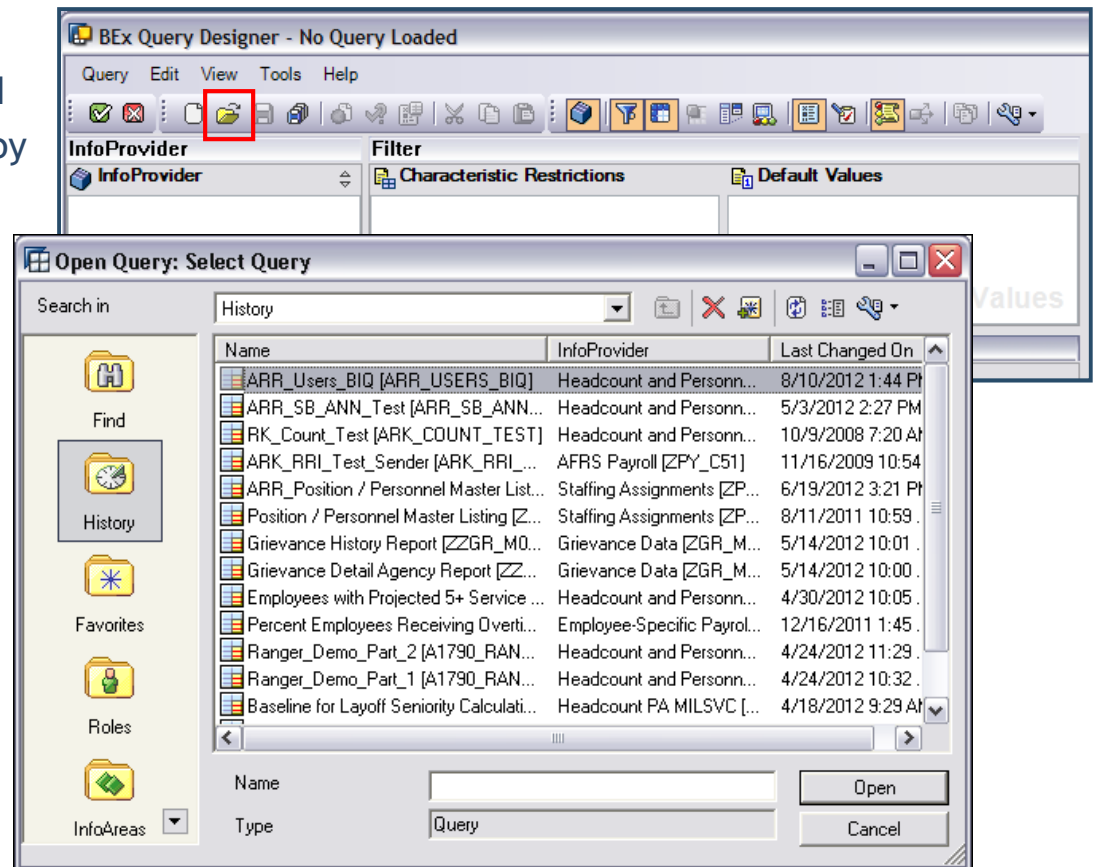
BW/BI Power Users have the ability to modify and delete ad hoc queries they have created. Ad hoc queries saved as Agency-specific queries can be opened as read-only in BEx Query Designer and run by other BW/BI Power Users in the same agency.

**Note:** BW/BI Power Users can open and save a read-only ad hoc query created by another BW/BI Power User as a new query.

To open an ad hoc query, click the Open Query icon  from BEx Query Designer.

Result: the Open Query screen will be displayed.

The History tab will be selected by default.



# Opening/Running an Existing Ad Hoc Query

The Open Query screen will default to the History tab. The example below provides an overview of tab options available from the Open Query screen.

The screenshot shows the 'Open Query: Select Query' dialog box. On the left is a sidebar with four tabs: Find, History, Favorites, Roles, and InfoAreas. The 'History' tab is selected. On the right is a table listing queries with columns for Name, InfoProvider, and Last Changed On. Below the table are input fields for Name and Type, and buttons for Open and Cancel.

**History:** Displays a list of the most recently run or edited queries

**Favorites:** Displays a list of the queries created by the user or added to the Favorites folder

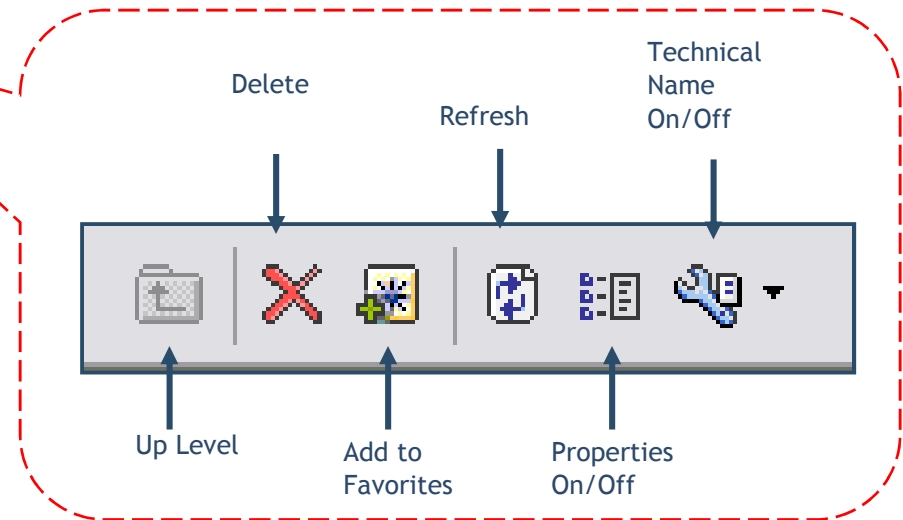
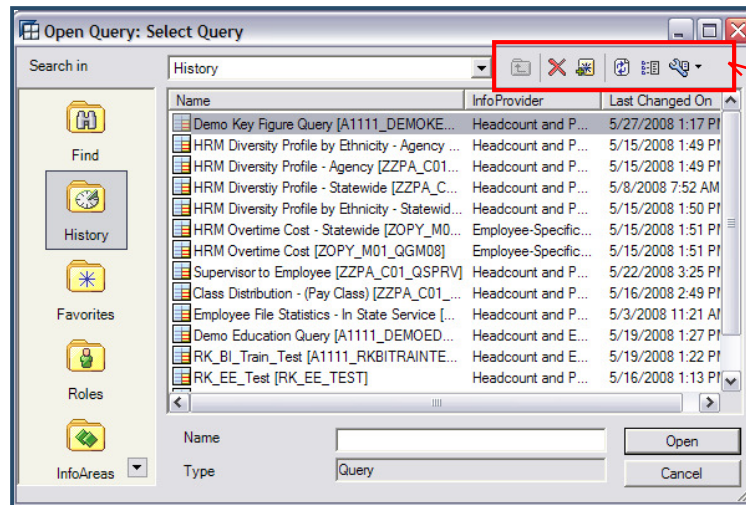
**Roles:** Not implemented in BW/BI







**InfoAreas:** Displays the list of InfoAreas to select InfoProviders for new or existing queries

Name	InfoProvider	Last Changed On
ARR_Users_BIQ [ARR_USERS_BIQ]	Headcount and Personn...	8/10/2012 1:44 PM
ARR_SB_ANN_Test [ARR_SB_ANN...	Headcount and Personn...	5/3/2012 2:27 PM
RK_Count_Test [ARK_COUNT_TEST]	Headcount and Personn...	10/9/2008 7:20 AM
ARK_RRI_Test_Sender [ARK_RRI...	AFRS Payroll [ZPY_C51]	11/16/2009 10:54
ARR_Position / Personnel Master List...	Staffing Assignments [ZP...	6/19/2012 3:21 PM
Position / Personnel Master Listing [Z...	Staffing Assignments [ZP...	8/11/2011 10:59
Grievance History Report [ZZGR_MO...	Grievance Data [ZGR_M...	5/14/2012 10:01
Grievance Detail Agency Report [ZZ...	Grievance Data [ZGR_M...	5/14/2012 10:00
Employees with Projected 5+ Service ...	Headcount and Personn...	4/30/2012 10:05
Percent Employees Receiving Overti...	Employee-Specific Payrol...	12/16/2011 1:45
Ranger_Demo_Part_2 [A1790_RAN...	Headcount and Personn...	4/24/2012 11:29
Ranger_Demo_Part_1 [A1790_RAN...	Headcount and Personn...	4/24/2012 10:32
Baseline for Layoff Seniority Calculati...	Headcount PA MILSVC [...	4/18/2012 9:29 AM

# Opening/Running an Existing Ad Hoc Query


In addition to the Open Query tab options, the Open Query screen will display toolbar options. The example below provides an overview of toolbar options available from the Open Query screen.

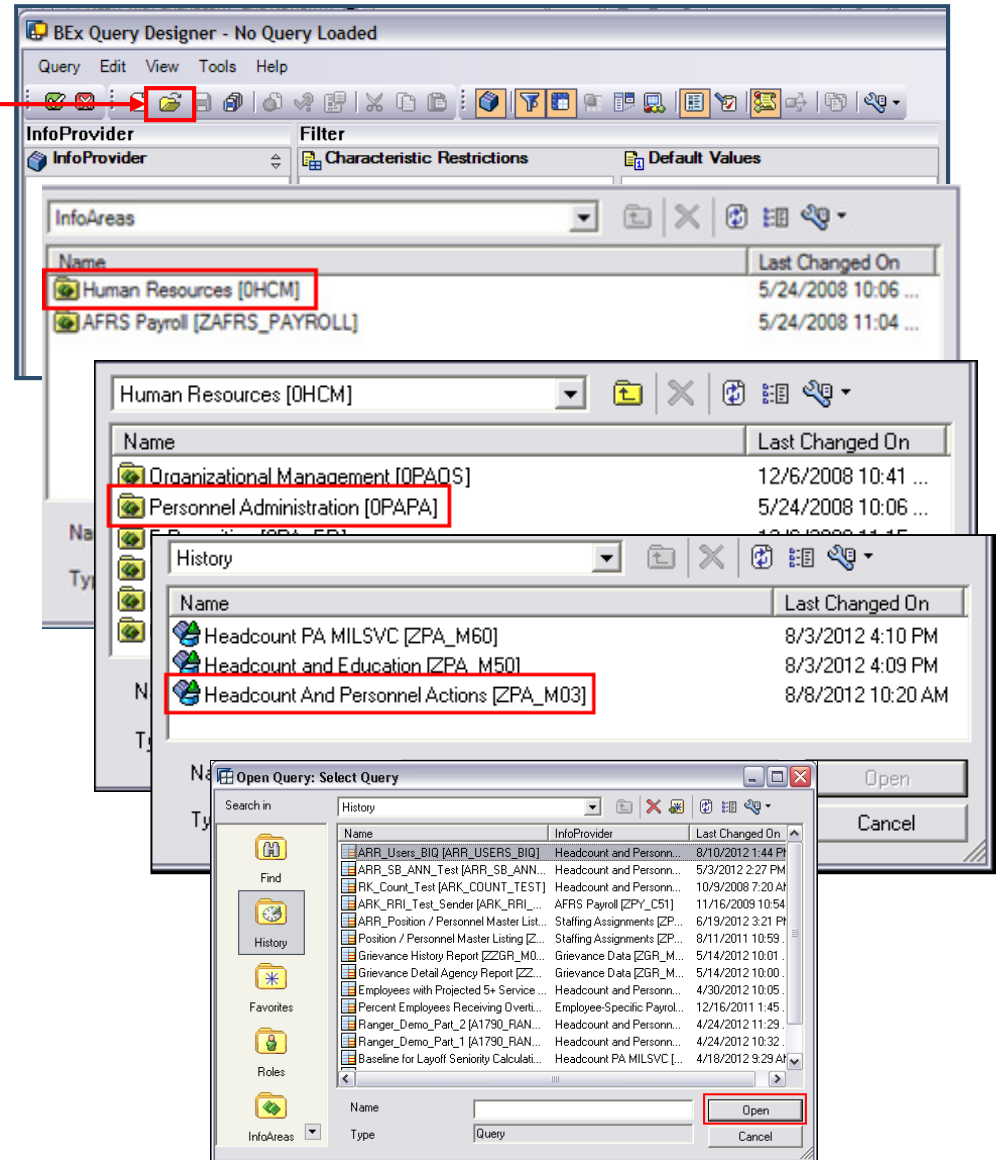


	<b>Find</b>	Find an ad hoc query.
	<b>Delete</b>	Delete an ad hoc query from a view (Favorites or History).
	<b>Add to Favorites</b>	Add ad hoc query to the user's Favorites folder.
	<b>Up Level</b>	Takes you back to prior level.
	<b>Technical Name On/Off</b>	Toggle the InfoArea Technical Names On/Off.
	<b>Properties On/Off</b>	Toggle the InfoArea Properties On/Off.

# Opening/Running an Existing Ad Hoc Query

The example below uses a sample ad hoc query from the Headcount InfoProvider to show how to open and run an ad hoc query from BEx Query Designer:

1. From BEx Query Designer, click the Open Query icon  .
2. Click on the InfoAreas tab.
3. Expand the Human Resources InfoArea.
4. Expand the Personnel Administration InfoArea.
5. Expand the Headcount and Personnel Actions InfoProvider.
6. Find the query you want to open, select it.
7. Click Open.







# Opening/Running an Existing Ad Hoc Query

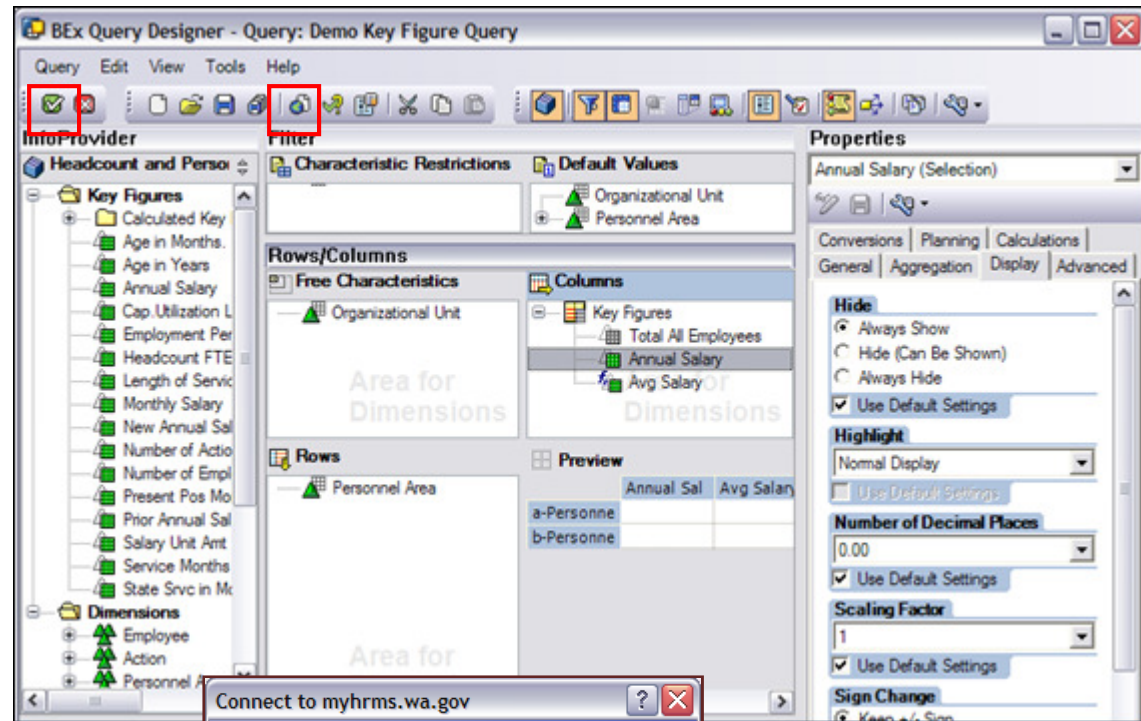
Result: The sample ad hoc query (“Demo Key Figure Query”) has been opened in BEx Query Designer.

To run the ad hoc query:

Click the “Execute Query on the Web...”  icon through Internet Explorer.

OR

Click the “Exit and use the query”  icon to generate your report through Excel.



**Note:** If you get this userid and password prompt when using the “Execute Query on the Web...”, click **Cancel**. The Portal log on screen will display. That is where you need to enter your userid and password.





# Opening/Running an Existing Ad Hoc Query

1. Enter Variable values, if applicable.
2. Click OK.

**Variable Entry** Variable screen on the Web

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services

OK Check

**Select Values for Variables** Variable screen through Excel

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

DATA_PROVIDER_1 - Demo Key Figure		
Variable	Current Selection	Description
Personnel Area - Select (Optional)	1790	Dept of Enterprise Services

OK Cancel Check

The Demo Key Figure query displayed on the Web

**Demo Key Figure**

Display As: Table Information Send Print Version Export to Excel Comments


Columns	Personnel Area	Avg Salary
Key Figures	1790	\$ 55,568
Rows	Dept of Enterprise Services	
Personnel Area	Overall Result	\$ 55,568
Free characteristics		
Organizational Unit		

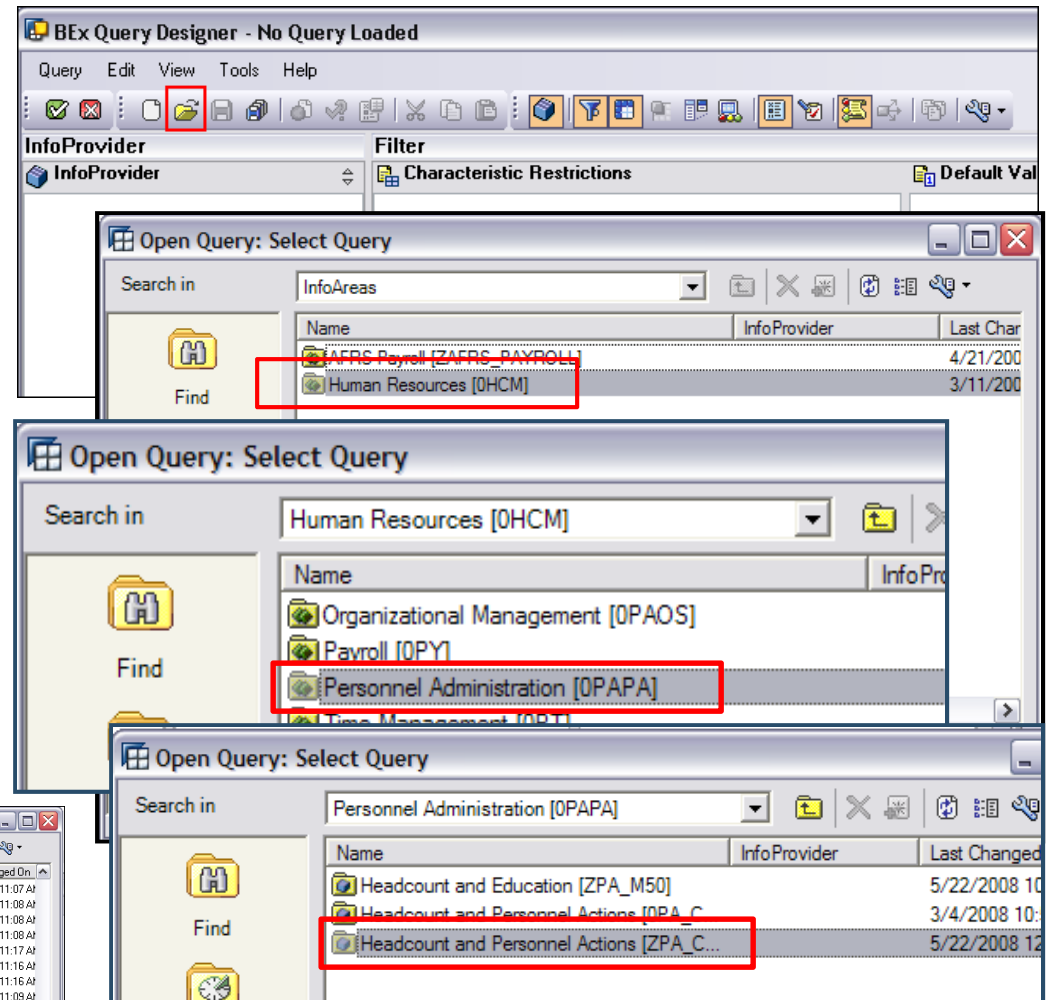
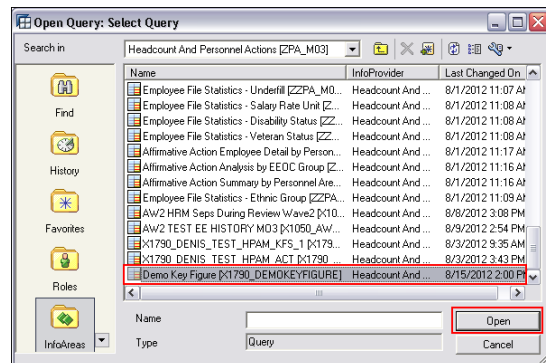
The Demo Key Figure query displayed through Excel

	A	B	F	G	H	I
1						
2	Author ROSEANNAR					
3	Chart Filter Information					
4						
12						
13						
14	<b>Table</b>					
15	Personnel Area Avg Salary					
16	1790 Dept of Enterprise Services \$ 55,568					
17	Overall Result \$ 55,568					
18						

# Modifying an Existing Ad Hoc Query

The example below uses a sample ad hoc query from the Headcount and Personnel Actions InfoProvider to show how to open, modify, and run an ad hoc query from BEx Query Designer:

1. From BEx Query Designer, click the Open Query icon .
2. Click on the InfoAreas tab.
3. Expand the Human Resources InfoArea.
4. Expand the Personnel Administration InfoArea.
5. Expand the Headcount and Personnel Actions InfoProvider.
6. Find the query you want to open, select it.
7. Click Open.

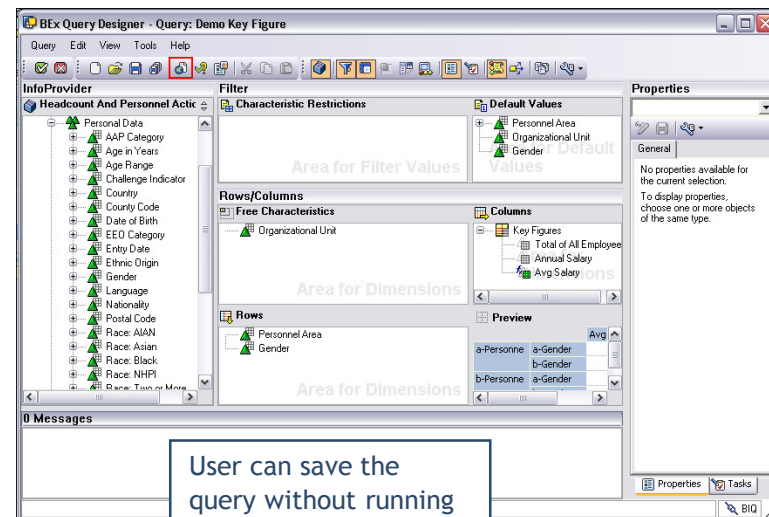
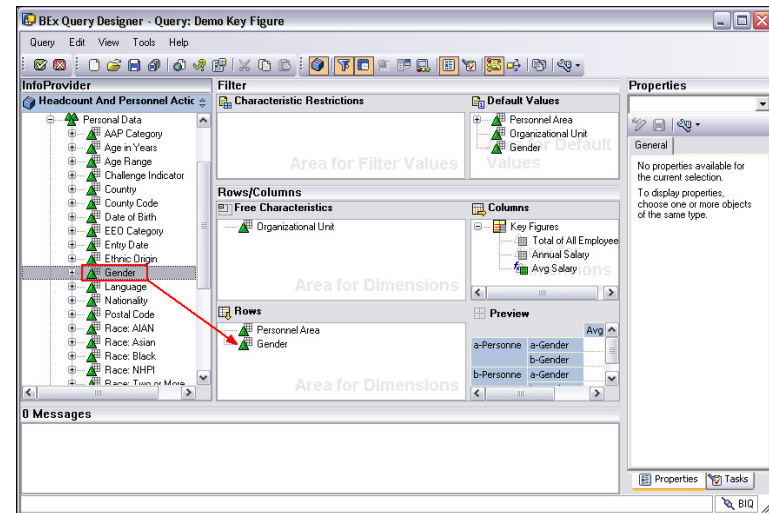



# Modifying an Existing Ad Hoc Query

Result: The query is ready for modifications.

To modify the ad hoc query:

1. Drag&Drop the Gender Characteristic from the Personal Data Dimension to the Rows section of the query under Personnel Area.
2. Click the “Display Query on the Web” icon.
3. At the Execute Query box, click Yes to save and run ad hoc query.



User can save the query without running it by clicking the Save icon. 

# Modifying an Existing Ad Hoc Query

Result: The Variables screen is displayed.

4. Enter query Variable(s).
5. Click the OK icon.

**Variable Entry**

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services

OK Check

Result: The modified ad hoc query will be displayed on the Web

**Demo Key Figure**

Display As: Table Information Send Print Version Export to Excel Comments

Columns		
Key Figures		
Avg Salary		
Personnel Area	Gender	\$
1790	Dept of Enterprise Services	Female
		Male

Rows: Personnel Area Gender Free characteristics Organizational Unit

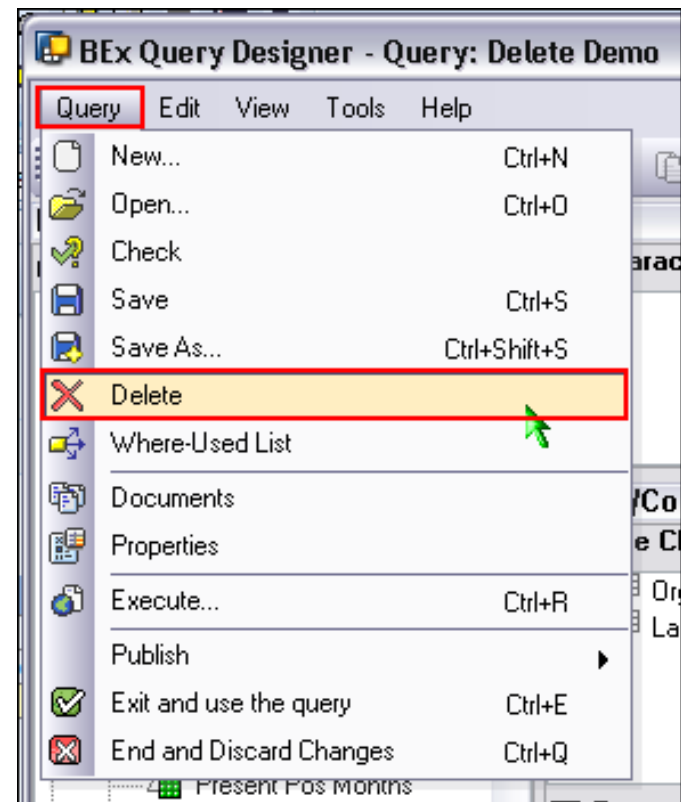
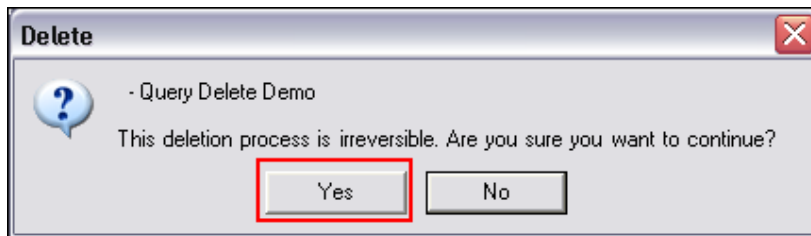
# Deleting an Existing Ad Hoc Query

It is important BW/BI Power Users manage the number of ad hoc queries they have. Ad hoc queries that are no longer being used need to be deleted by the BW/BI Power User who created them.

The example below uses a sample ad hoc query (“Delete Demo”) to show how to delete an ad hoc query.

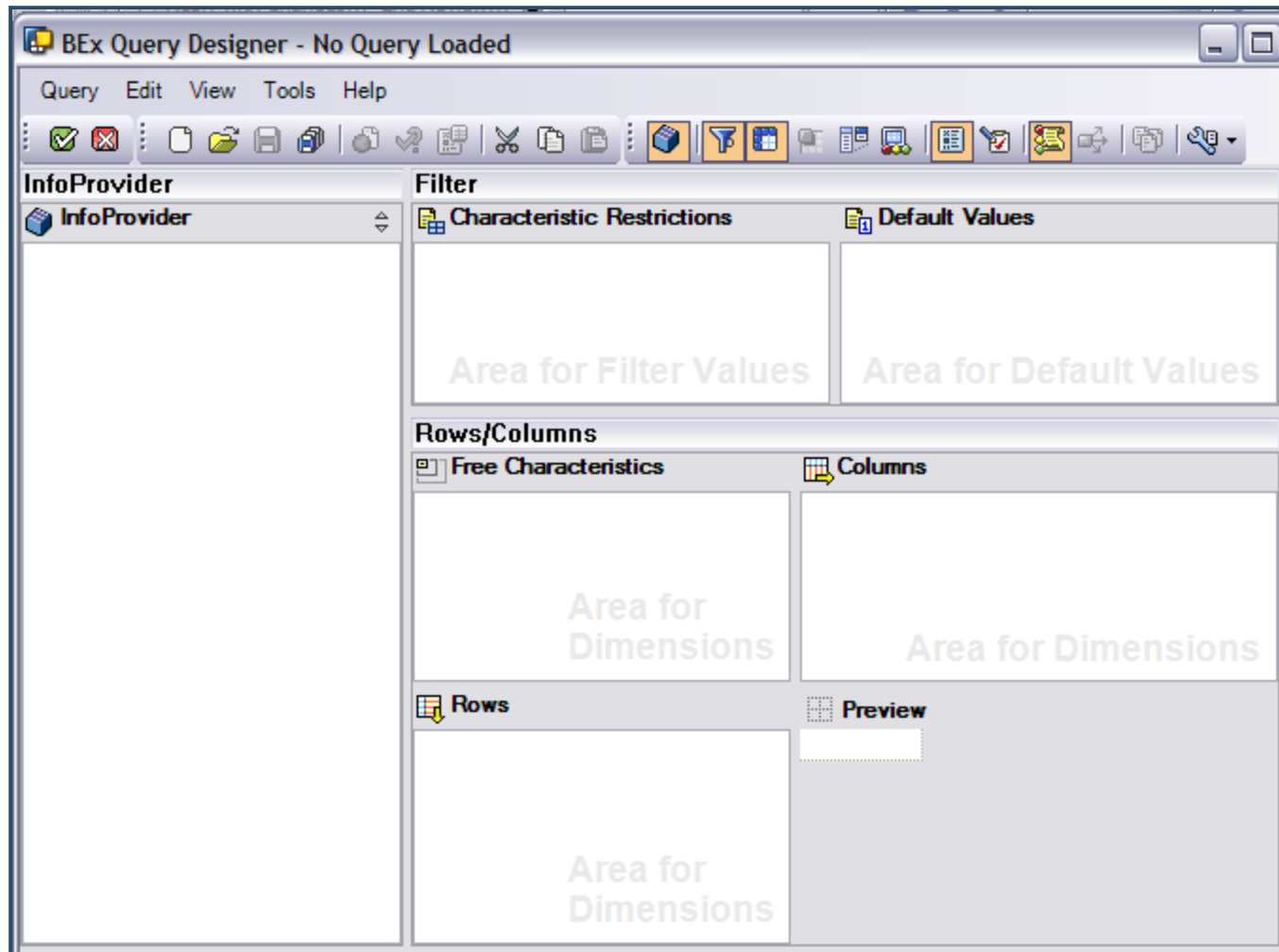
To delete an ad hoc query that has been opened in BEx Query Designer:

1. Click the Query options from the BEx Query Designer toolbar.
2. At the prompt, “Query [Query Name]  
This deletion process is irreversible. Are you sure you want to continue? If you are sure, click Yes.



# Deleting an Existing Ad Hoc Query

Result: The sample ad hoc query, “Delete Demo”, is deleted. The BEx Query Designer screen will be blank.



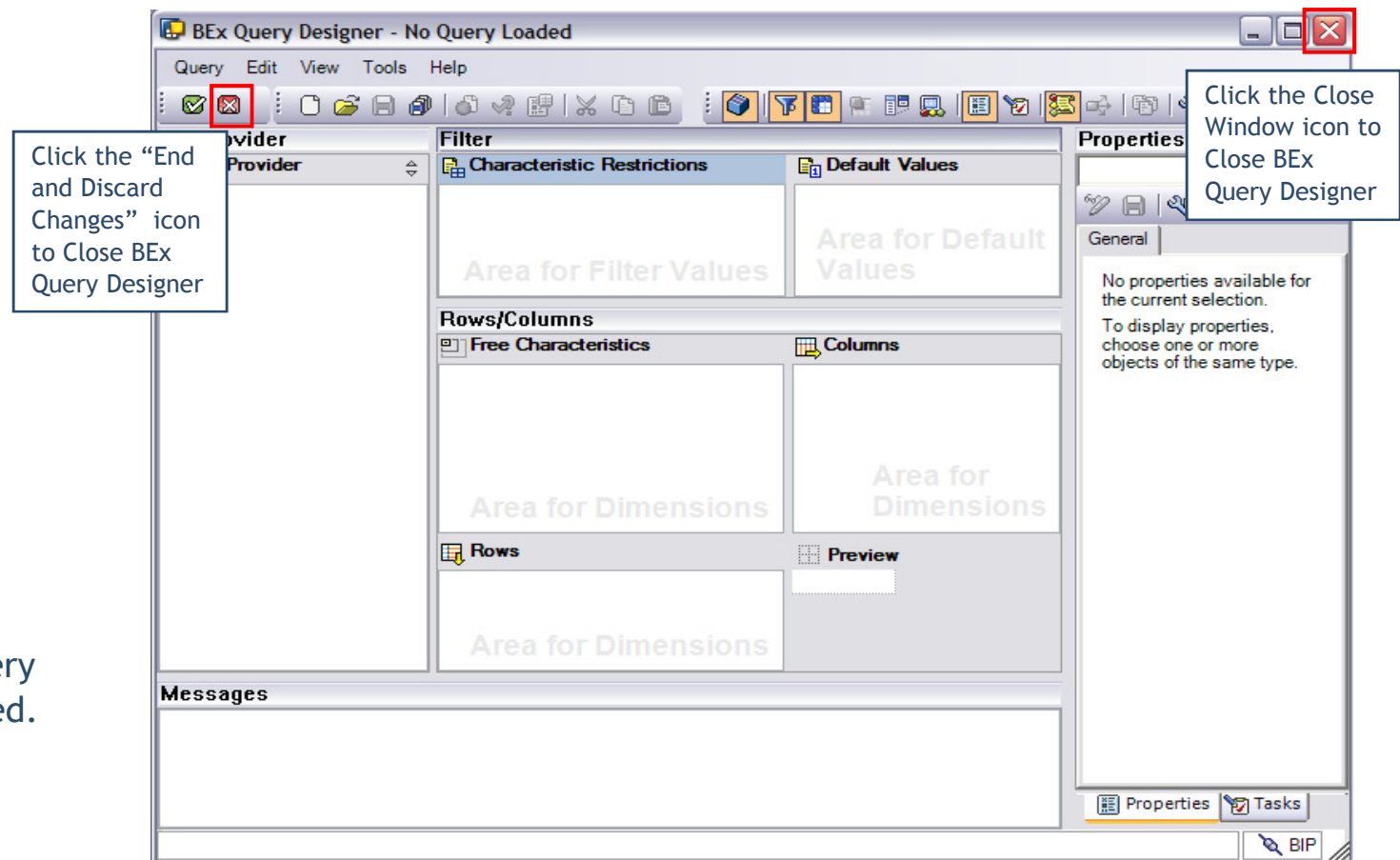
# Closing BEx Query Designer

To close BEx Query Designer:

1. Click the “End and Discard Changes”  icon from the toolbar.

**OR**

1. Click the Close Window  icon.



Result: BEx Query Designer is closed.

# Change BW/BI Password via SAP GUI

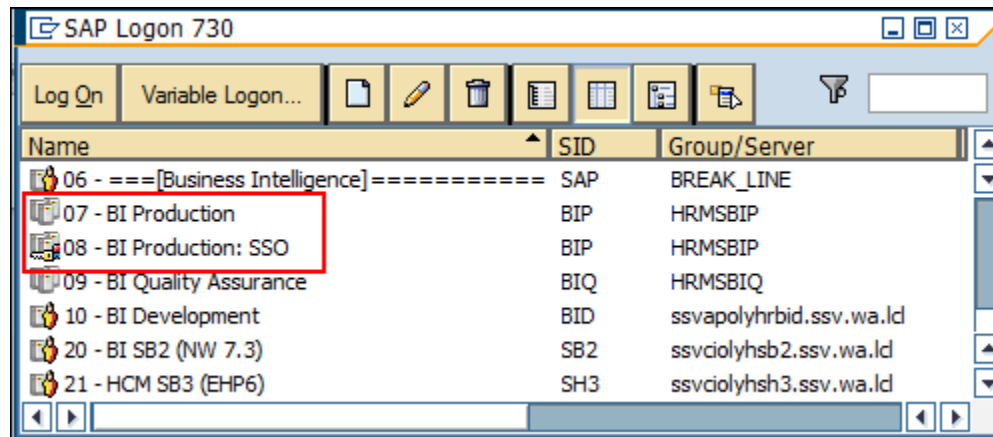
To change your BW/BI Password, this is done from the SAP Logon Icon:

1. Double-click the SAPLogon icon on the desktop.



Result: The SAP Logon Pad will be displayed.

2. Select the HRMS Business Intelligence option you need (if you are single sign on, you don't need to change your password):





# Change BW/BI Password via SAP GUI

Result: User will be prompted to login.

1. Enter Client 125 (default).
2. Enter User (BW/BI User ID).
3. Enter Password.
4. Click the “New password” button.



Note: User must enter their current BW/BI User ID and Password before clicking the New password button.

The screenshot shows the SAP GUI login screen. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below the menu bar is a status bar with a green checkmark icon and a search icon. The main area is titled 'SAP'. Below the title, there is a button labeled 'New password' which is highlighted with a red box. Below this button are four input fields: 'Client' with the value '125', 'User' with the value 'JaneD', 'Password' with a masked password '\*\*\*\*\*', and 'Language' with a dropdown menu. Red arrows point from the numbered list on the left to the 'Client', 'User', 'Password', and 'New password' button fields.

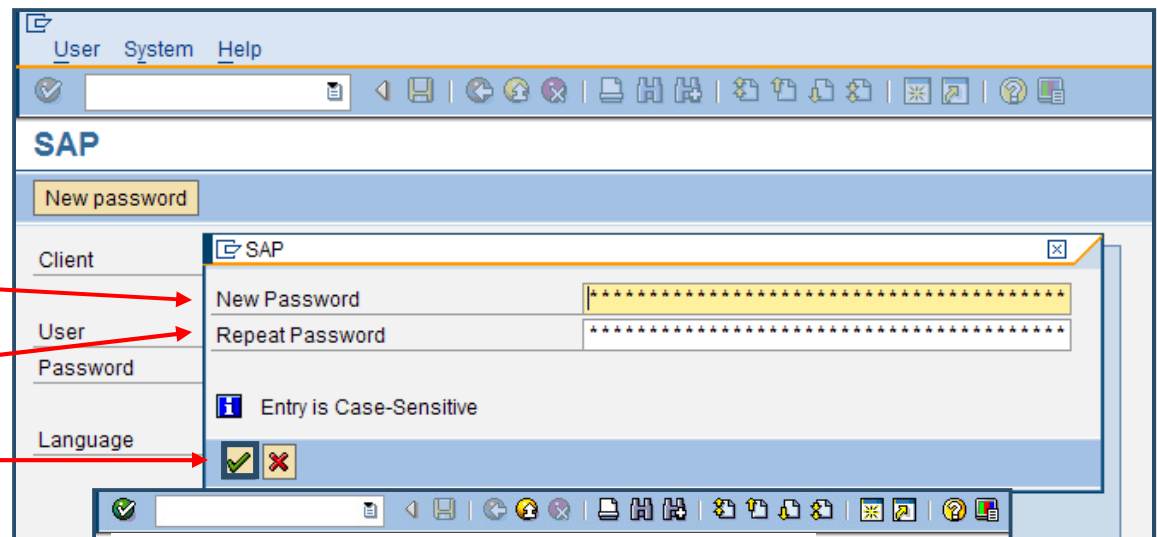
# Change BW/BI Password via SAP GUI

Result: The SAP new password screen will be displayed.

5. Enter the new password.

6. Repeat the new password.

7. Click the Transfer button.



The screenshot shows the 'SAP' window with the 'New password' tab selected. The 'Client' field is set to 'SAP'. The 'New Password' and 'Repeat Password' fields are both filled with asterisks. The 'Entry is Case-Sensitive' checkbox is checked. The 'Language' field is empty. The 'Transfer' button (a green checkmark in a square) is visible at the bottom right of the form.

Result: "Password changed" confirmation will be displayed.

